



# Glossary:

## Grant writing terms

### A

**Addendum:** Extra pages that you include with your grant, such as letters of support. These must be labeled (i.e. Addendum II) and referenced with the narrative of the grant.

**Administrative Costs:** See definition listed under indirect costs.

**Amendment:** A contractual agreement of changes to be made to the terms of the original grant agreement, signed by both the grantee and grantor.

**Assets:** The amount of capital or principal — money, stocks, bonds, real estate or other resources — controlled by an organization.

### B

**Boilerplate:** Sections of a proposal applicable to a variety of requests (e.g. organizational descriptions, professional resumes, etc.) often maintained by organizations submitting numerous proposals to reduce preparation time.

**Budget narrative:** A document included with the application package which (in narrative form) describes the budgeted expenditures and activities in greater detail (e.g. a line item for travel may include \$1,500, etc.). The budget narrative will include a breakdown of those costs (i.e. \$500 for rental of three school buses to transport transferring students to local college/university tours).

### D

**Deadline or due date:** Date after which a proposal will not be accepted for review, often stated as a receipt date or a postmark date.

**Declining grant:** A multiyear grant that becomes smaller each year, in the expectation that the recipient organization will increase its fundraising from other sources.



**Demonstration grant:** Generally, of limited duration which seeks to test the feasibility of an idea, approach or program.

**Direct costs:** The total dollar amount necessary to fund your project. Includes cash money only, not indirect costs.

**Disallowed costs:** Any charges to the approved grant that the sponsor or grant maker has determined to be beyond the scope of the purpose of a grant, excessive or otherwise unallowable.

**Disbursement:** The sending of grant funds to your organizations. Funds are often sent via wire, Fxecute or cheque.

**Discretionary grant:** An award made in accordance with legislation allowing the funding source to exercise reasonable freedom in selecting the project, the grantee and determining the amount of the reward.

**Due diligence:** Process that many grantors follow to ensure grantees perform charitable work in transparent and accountable manner and that they meet local requirements for registration with their local government.

## E

**Endowment:** Money contributed to provide a continuing income for support or maintenance. The endowment may be general or specified for a particular project.

**Evaluation:** A quantitative assessment of what was or was not, accomplished by a project, a comparison of project objectives and actual project outcomes or an increasingly important part of proposal writing and project management.

**Expenditure period:** The timeframe outlined in your grant period during which you can spend grant funds.

## F

**Financial report:** An update on how all grant funds were expended. It should report only on grant funds received, not overall project or organizational funds. Should there be any shifts in expenditure or variations in line items, this should be clearly reflected in the report along with an explanation for such variation.



**Fiscal agent:** An organization, acting on behalf of an organization lacking legal status to be an applicant. The fiscal agent acts as its legal applicant and agrees to submit and sign a grant application on the applicant's behalf and to pass on such grant. Note: that in such cases the fiscal agent remains legally responsible for the use of grant funds.

**Fiscal Year:** Usually a 12-month period for which funds are appropriated and during which expenditures must be made.

## G

**General/operating support:** A grant made to further the general purpose or work of an organization, rather than for a specific purpose or project or also called an unrestricted grant or basic support.

**Goals:** General statement of anticipated project outcomes, usually more global in scope than objectives and not expected to be measurable or if used, goals should be supported by well stated objectives.

**Grantee:** Any legal entity that assumes financial responsibility, accountability for managing awarded funds, supervision of grant-supported activities and submission of final reports.

**Grantor:** Funding source that has agreed to provide financial support in the form of a grant.

**Grantee financial report:** A report detailing how grant funds were used by an organization. Many corporate grant-makers require this kind of report from grantees. A financial report generally includes a listing of all expenditures from grant funds as well as an overall organizational financial report covering revenue and expenses, assets and liabilities.

**Grant agreement:** This is a contractual arrangement between a grantor and grantee outlining the expectations for a grant. The grant agreement should include the expenditure period, terms and conditions, reporting details and disbursement schedules. It is the first resource for any questions you have regarding grant expectations.



## I

**Implementation:** The implementation stage of the grant process includes the execution of the project. During this phase you will perform the work that was outlined during your grant proposal.

**In-kind contribution:** Refers to a contribution of services or items that an organization donates instead of a monetary sum, to help fund the project (e.g. volunteer services, space, transportation donated goods, etc.)

**Indirect costs:** Overhead or administrative charges related to a project but not easily and separately identifiable (e.g., utilities, clerical, office space, accounting, library and custodial services necessary for proper implementation of the project, etc.).

**Inputs (resources):** Items you will need to carry out the objectives or activities (e.g. surveys, money, employee time, volunteer time, etc.).

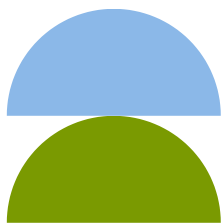
## L

**Letter of commitment:** Written assurance of participation/support from an organization, individual, department concerning a project to be undertaken by the organization, if the proposal would be funded. Letters of commitment from organizations and/or individuals from outside are often required to be submitted with the grant application and should be obtained from organizations and/or individuals who are considered credible in the eyes of the funder.

**Letter of inquiry/letter of intent (LOI):** A brief letter outlining an organization's activities and its request for funding that is sent to a prospective donor to determine whether it would be appropriate to submit a full grant proposal. Many grant-makers prefer to be contacted in this way before receiving a full proposal.

**Letter of support:** A simple letter attached as an addendum to your proposal. This letter should be from an "expert" or supporter of your project who tells why they believe that your project should be funded.

**Line item:** The specific line in the proposed budget that describes a given grant activity and the exact amount you will spend on this activity.



## M

**Matching funds/grants:** Refers to a dollar amount that the grantee or other outside party agrees to contribute to the project.

**Measurable Objectives:** Goals stated in such a way that the achievement or nonachievement of this goal may be determined with a relative degree of precision by objective observation and measurement.

**Midterm report:** A midterm report, including narrative and financial portions, may be required by a grantor at the halfway point of a grant expenditure period to share project successes and/or challenges. The midterm report may be tied to additional disbursements. Expectations for reporting are outlined in the grant agreement.

**Multi-year budget:** Budget representing the cost of a project of more than one year's duration or a separate budget is prepared for each year, with a budget summary presented preferably at the beginning of the budget pages.

## N

**Narrative (report):** The written portion of your grant proposal. The story of who, what, where, when, why and how. Every grant has at least two parts: a narrative and a budget. Often the grant guidelines will specify that your narrative may not exceed a certain page length. Always adhere to these instructions.

**Need statement (justification):** The part of the grant in which you explain you should be funded, using both qualitative and quantitative data. Remember to outline your problems and give data to verify the problem areas.

**Notice of award (NOA):** The formal document to inform the grantee that the proposal has been funded.

## O

**Objectives:** Specific statements of anticipated project outcomes that should identify clearly what will be different as a result of the project having been funded as opposed to what the project is going to do (activities). Objectives are measurable and should be directly related to project evaluation. Reference Goals for additional definitions.

**Operating support grant:** A grant to cover the regular personnel, administrative and miscellaneous expenses of an existing program or project. Reference General/operating support for additional definitions.



**Organization budget:** All funds budgeted for an organization's operations, activities, programs and services during the fiscal year. Operating funds do not include capital funds, endowment funds, reserve funds or any other funds not allocated to the annual operating cycle of the organization.

**Outcomes:** Expected results of the project which can be used to measure its success.

## P

**Payment schedule:** The specific dates and timeline in which your grant funds are expected to be sent. Disbursements are often dependent on approved reports.

**Principle Investigator/Project Director:** The person responsible for directing and managing the project for the college.

**Prior approval:** Written documentation of permission to alter any aspect of a funded project, including programmatic and fiscal changes. This may be obtained within grantee organization or from grantor depending upon the case in point and grantor policy.

**Priorities:** Funding sources develop annual program plans that include objectives and areas of emphasis. The areas of emphasis are called priorities and the source awards grants for projects which most closely relate to those priorities.

**Program Income:** Gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the award.

**Program Officer:** Funding source team member that is officially responsible for the technical, scientific and programmatic aspects of funded projects.

**Program description:** Broad, general descriptions of programs and activities which often are posted to encourage submission of proposals in specific program areas of interest.

**Program solicitation:** Formal request for proposals in specific program areas of interest that applies for only a limited period and is more focused than a program description. Proposals submitted in response to the solicitation compete directly with each other for funding.

**Project costs:** All approved costs (direct and indirect) incurred during the budget period of a grant-supported project.

**Project:** All activities described in an approved grant application whether or not the funding covers all or only a portion of the necessary financial support.

**Proposal:** A written document submitted to a funding source requesting financial support to undertake a project.



## R

**Request for proposal (RFP):** An invitation to submit a proposal, which a grant maker may issue broadly or in a targeted fashion to those working in a particular field.

**Replication:** How your project can be used or duplicated by others.

## S

**Seed money:** A small grant for the purpose of getting a project started; it is assumed that the project will be able to attract additional external funds following the seed grant period.

**Signatory:** The employee at your organization that has the authority to sign the grant agreement.

**Site visit:** A final step in the review of some proposals, involving a team of evaluators designated by the funding source who examine the project facilities and other resources on location. This includes a review of project plan and objectives with key personnel – an encouraging sign to the project director – occasionally conducted during the life of a project.

**Solicited Proposal:** A proposal responding to a project concept originated by the funding source, usually the funding source invites all eligible organizations to submit such a proposal.

**Sponsor:** A funding source.

**Stipend:** Periodic payment, similar to an allowance, made to an individual. Usually intended for living expenses associated with participation in some phase of a funded project such as a fellowship or training grant or usually related to academic studies.

**Subaward:** An award of financial assistance made under an award by the prime recipient to an eligible subrecipient or by a subrecipient to a lower tier subrecipient.

**Subcontract:** A secondary agreement in which a third party agrees to perform some of the activities or services defined in a primary proposal. This is agreed upon by the grantee and service provider at the time of submission but not consummated until after the award has been made to the organization submitting the primary proposal.

**Subgrantee:** An organization that is granted funds from the primary grantee.

**Subrecipient:** The legal entity to which a subaward is made and which is accountable to the recipient for the use of the funds provided.



**Summative evaluation:** The final evaluation, occurring at the end of the entire grant period, that includes both quantitative and qualitative data. The summative evaluation focuses specifically on whether project goals and objectives were achieved and project success indicators.

**Supplemental grant:** An award made to cover expenses incurred beyond those requested at the time the original was submitted; additional funds become part of the original award.

## T

**Terms and conditions:**

Legal requirements imposed upon a grantee as conditions for accepting the award.

**Training grant:**

An award to support costs of furthering the education of personnel, often students.

**Three-column budget:**

Style of budget in which you show three sources for funding:

1. The grant maker (agency or foundation).
2. Outside funding (matching funds from a supporter).
3. Your own in-kind support.

## U

**Unsolicited proposal:** Proposal for which the initiative for defining the project concept and submitting the proposal rests solely with the applicant organization.

