

GLOSSARY OF GRANT TERMS

Abstract: A one-page proposal that contains an overview of the grant, also called the summary. Also includes a brief over-view of the goals and objectives.

Addendum: Supporting materials that have been mentioned in the narrative of the grant and that are included at the end. Identify and reference these in the narrative.

Application: The form used to write the grant supplied by the funding agency. Contact the funder before beginning the writing process.

Authorized Signature: Signature of the person legally responsible for administering the grant.

Budget: The financial plan is a three-column plan that tells how you will spend the money. Use whole dollar figures. A “budget narrative” is a written description of expenses.

Cage Code: A five-character code which identifies companies doing business or planning on doing business with the federal government.

Capitation Grant: This grant is based on the number of people you will serve in the project. Example: The capitation grant will provide \$1 per day for each student that rides the city bus to and from school.

Client Group: This is the audience or group your grant will serve. Example: The client group is children ages 6-12 that need after-school care.

Consultant: A person hired to provide professional expertise and not part of the regular staff. Example: We hired a professional musician to provide 2 hours of music per week for after-school care.

Continuation Grant: Grants that may continue over several years, provided the grantee is meeting the objectives as stated in the program.

Contract: A legal document between a grantor and a grantee that includes the services that will be provided. Example: Our contract includes paying a professional musician for our after-school program.

Coordinator: The person responsible for administering the entire grant or a portion of it. More than one person may be in charge of different parts of a grant.

Cost-Sharing: Some grants require matching funds. A grantee may be required to provide volunteer time or in-kind services. Example: As part of our cost-sharing, our organization will pay 25% of the director’s salary from fundraising projects.

Cover Letter: A formal letter appearing at the front of the grant package – an important part of the application package.

Deadline: The date the grant is due on the grantor's desk , not the postmark date.

Direct Cost: The cash amount of what is necessary to fund the grant. Does not include indirect cost.

Dissemination: The approach you will take to tell others about your project, such as presenting a workshop, media presentation, handouts, or survey results. Grantors want to know how you can share your information with others. Outline this plan in the narrative. **(Note: Always be sure to give credit to the grand-funder.)**

Effective Date: The date organizations will be notified of the award.

Evaluation: The quantitative and qualitative means you will use to determine if the program succeeds. Do you meet your goals and objectives as stated in the grant?

Expendable: Refers to supplies that are of no use after one year, such as copy paper or other office supplies.

Expiration Date: The day or end of the funding cycle.

Exportable Product: Items or projects that can be shared with others such as a video of your program, published brochure or curriculum guide that would help others use your ideas in their program.

Fee: Money that is paid for a service as listed in the budget. A contract is needed before a fee can be paid.

Final Report: Grantors often supply their own form. Be thorough in writing about the project's expected outcome as to the program, evaluation, budget, and personnel. Spend time on this section as it can affect future funding with the grantor.

Foundation: Often started by a family, this group awards monies for charitable or research purposes. The funds often support a family illness, accident, or a connection to a personal interest.

Goal: A broad statement that addresses the need. Goals are not measurable while objectives must be. Example: Our goal is to reduce childhood obesity.

Grantee: The organization or individual receiving the funds or award.

Grantor: The organization or person giving the award.

Grant Period: The time between the starting date and the date the grant expires or ends. The program should be carried out between these two dates.

Guidelines: The exact requirements for applying for funds. Follow them as stated, or you may lose points when your grant application is reviewed by the grantor. Grants are often tossed due to the writer not following exact guidelines.

Honorarium: A monetary amount given to a well-known professional speaker, or someone who has assisted with the project. This is not considered a fee or payment for services.

Indirect Cost: This includes expenses that occur when a building is used, such as electricity, space, parking, etc., when a program meets in the facility. This ranges from 5% to 10% of the award, and the organization can keep this amount for the use of the building. May also include handling of the grant.

In-Kind: Contributions, (such as volunteer time or products (not monetary) donations), that help fund the project. Example: One third of our janitor's time will be contributed as in-kind to the grant.

Letter of Intent: Before you apply for a grant, a letter of intent saves time for both the writer and the grantor. This is usually submitted for a foundation grant.

Letter of Support: Support from another agency or individual who will work with you on the grant. Include these in the addendum. This should be a professional person who believes that your project should be supported.

Matching Funds: This includes the dollar amount required that the grantee or another party contributes to the program.

Narrative: The part that tells who, what, when, where, and how. Stay within the specified number of pages. Do not exceed the limit. If other material is needed, place this in the attachment at the end. The narrative and the budget are the two main parts of the grant.

Need Statement: Using both qualitative and quantitative data, you explain "why" you should be funded. Outline problems, and give data. May be called "justification."

Objective: A measurable statement telling what you plan to accomplish. Each objective needs a matching outcome that explains how to measure it.

Outside Evaluator: Large grants need an outside, professional consultant for the evaluation. This assures quality and integrity in your evaluation to the funder.

Program Officer: The person legally responsible for the financial and funding of the grant,

Project: Written activities that will be implemented as part of the grant.

Project Director: Person responsible for conducting activities, evaluation, and follow-up.

Prospectus: Often called a “draft” of a preliminary proposal.

Qualitative Data: Surveys, interviews, and case studies that show how people are feeling or behaving. Use in the needs assessment or evaluation part of the narrative.

Quantitative Data: Figures and statistics, such as test scores that show the need for a grant. Use both quantitative and qualitative data in preparing a grant.

Reader: A consultant or staff member who reads and evaluates the grant. Points are assigned to each section. A committee votes on proposals that have enough points to make it past the cutoff point. This is typically part of a large grant.

RFP (Request for Proposals): A notice that foundations or agencies send out or publish to enlist proposals. Grantees seeking funding should send a letter of intent and request an application packet.

Seed Money: A small investment or award given to start or study the need for a larger project. Example: Our non-profit was given \$5,000 to study the need for a soup kitchen for homeless men.

Site Visit: A planned visit to the grantee by the grantor to observe the grant in action. May take place before the grant is awarded or during the evaluation process. It is important that the funders feel welcome.

Summary: Part of the narrative that describes who, what, when, where, how, and why part of the proposal.

Table of Contents: Proposals of more than 20 pages should have a table of contents identifying proposal sections. This makes it easier for the reader to find information.

Terms and Conditions: Legal requirement that you must agree to before being awarded the funds. Legally, funds must be used as stated in the budget; you must follow the beginning and ending date of the grant.

Three-Column Budget: Larger grants may require three sources for funding: the grantor (foundation or agency), outside funds (matching funds from another business or

collaborator), and your organization's matching funds (volunteer hours, space, janitorial services, electricity).

Based on: Tomlin, C. (2013) *Writing Grants for Faith-Based Organizations and Community Non Profits*.