

Grant Writing Terminology

Applicant: The school district, agency, or organization seeking funds.

Agreements: Exchanges between two or more groups or organizations for a variety of commodities and actions. Purchase of Service agreements are essentially contracts for specific services that the contracting agency is mandated to perform but which it finds more effective or efficient to contract out.

Allocation: An act of assigning resources to an organization or subunit.

Appropriation: Budget making by a legislature or other public body.

Assurances: Documents filed with the government to establish compliance with federal regulations such as Civil Rights and Drug-free Workplace requirements legislation. These are legally binding statements signed by the applicant that states the applicant will do or refrain from doing certain things.

Audit: Periodic investigation of financial statements and their relationships to planned or permitted expenditures.

Award: The sum of money given by a contracting or granting agency to cover all or part of the sponsored project's costs.

Block Grants: Grants made to one recipient for further distribution, as when the Federal Government consolidates several categorical programs and awards funds to each state for discretionary funding in those categories.

Budget: A plan for anticipated expenditures, activities, and accomplishments stated primarily in fiscal terms.

Consortium: A group of agencies, usually providing different services, who band together to coordinate their services under one grant project. One agency will be designated fiscal agent, with the others under subcontract to perform specific parts of the grant program.

Cost Sharing: Commitment of grantee to assume some proportion of the total cost of a grant project.

Discretionary Grants: A competitive grant program in which the applicant designs the proposal, and the funding agency ranks the proposals received and determines which will receive grant awards.

Direct Costs: Line items in a project budget which are grouped according to category such as personnel, travel, commodities, contractual services, equipment, etc.

Duns Number: this is a number specifically designated by Dun & Bradstreet, on behalf of the federal government, for federal accounting purposes. It is required on all grant applications.

Employer Identification Number (EIN): this is the number issued by the federal government to identify the entity, also known as the federal tax ID number.

Evaluation: The plan by which it will be determined to what extent the objectives of the project have been

sponsor for review before preparing a complete proposal.

Principal Investigator/Project Director: The individual responsible for managing a project funded under a grant.

Process/Product Objective: An objective that refers to a major project activity/milestone and timeline for its accomplishment; assists project staff to monitor the project activities and management plan (i.e., By the end of the third month, the training workshops will be scheduled); can also refer to a concrete item to be produced by the project, such as a manual (i.e., By the end of the first year, the training manual will be completed).

Project: The activity outlined in the proposal and approved by the granting agency for support.

Project/Program officer: The individual official at the funding agency who is responsible for the grant program, i.e., supervises technical and program aspects of grants; may also be responsible for administrative and fiscal aspects.

Proposal: The application for agency support: a formal written document that provides detailed information to a funder on the components and cost of a proposed project in response to some substantiated need or problem; often confused with the term ‘grant’.

Resume or Vitae: Resumes of project related experience of personnel involved in the proposed research activity. Resumes should be attached to all proposals, even to preliminary proposals. The Principal Investigators vitae is first, followed by other personnel in order of level of activity in the project.

Request for Proposal (RFP): The request from the funding source that includes the program overview and expectations, the guidelines, instruction, and forms necessary for the applicant to submit a proposal, and the criteria or rubric for judging proposals.

Solicited Proposals: Proposals requested by a funding agency through an RFP or in some cases by individual contact with a researcher or agency. Such proposals identify a specific area of project activity and even the approach desired by the sponsor.

Subcontracting: Method used by a grantee to distribute parts of a funded projects activities to other specialized groups under the overall fiscal management of the grantee.

Summative Evaluation: Reporting or measurement of final program results.

Target Population/Group: A specified group or category of persons that the project will serve or impact.

Timeline: A management tool, which details the schedule of project, tasks to be accomplished, by whom, and over what period of time.

Unsolicited Proposal: One in which the idea for the project clearly originated with the proposal writer or submitting agency.

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Expiration Date: The date specified in the grant letter after which expenditures may not be charged against the grant except to satisfy obligations of funds to pay allowable project costs committed on or before that date.

Formative Evaluation: Conducted during the operation of a project, generally for the purpose of providing immediate feedback to the project administrators about the status of project activities so that project revisions may be made.

Fringe Benefits: Benefits such as insurance and retirement paid to faculty and staff in an institution/agency and calculated as a percentage of base salaries in any grant application or budget.

Grant: An award made by a sponsor for an activity proposed and designed by an individual or agency.

Grant Period: The period of time specified in the grant award notice or contract during which costs may be charged against the grant or contract.

Grantee: The educational institution, hospital, museum, public agency, or other organization which submits a proposal and receives a grant for support of a project under the direction of a named Principal Investigator or Project Director.

Grantor: The individual or organization making a specific award.

Guidelines: Set of general principles used in preparing proposals, also known as Request for Proposals (RFP).

Indirect Costs: Overhead; costs incurred in the overall functioning of the institution; costs not readily identified as direct project expenditures (i.e., accounting services, space, utilities).

Lead Agency: The agency in the consortium of entities applying for the grant that is responsible for fiscal management of overall project

Letter of Intent: Notification sent to a potential sponsor of intent to submit a proposal for funding under a specific program. Such letters are sometimes required in order for the sponsor to gauge how many proposals it will receive and what resources or personnel will be required to review and process such proposals.

Networking: Cooperative arrangement whereby a group of agencies agree to deliver different services to a clientele served in a project through a subcontracting mechanism.

Outcome Objective: An objective that refers to the measurable change (increase or decrease) in conditions or behaviors as a result of the project's implementation (i.e., By the end of year one, the average score in mathematics for students participating in the project will increase by 5 percentile points)

Planning Grant: A grant made to support planning, developing, designing, and establishing the means for performing research or accomplishing other approved objectives.

Preliminary Proposal or Pre-proposal: A draft proposal in abbreviated form submitted to a potential