

Grant Vocabulary

Abstract: a brief overview of a project, usually ½ page or less immediately following the face page or cover sheet. May be called an executive summary.

Administrative Costs: see Indirect Costs.

Application: a request for funds; may imply the use of a special form supplied by the funding source. See Proposal.

Award: the document, which may be a letter, special form, or contract, prescribing the amount of funds and restrictions imposed; an agreement between two parties.

Award Letter: written notification from the funder indicating that a project has been funded, for how long, and for what amount.

Banner: Macalester College's accounting system.

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 in order to reduce preparation time.

Budget: financial plan for conducting a project; should include whole dollar amounts only; no decimal points.

Budget Justification (budget explanation): a clarification of the budget; explains how dollar amounts were determined; not a rationale for the amounts requested.

Budget Periods: intervals of time (usually 12 months) into which a project is divided for budgetary and reporting purposes.

Capital Grant: an award that provides funds for building construction and/or equipment purchases.

Consortium: a group of organizations sharing in the finances, administration, and/or activities of a single grant.

Consortium Grant: award made to one grantee in support of a project being conducted in conjunction with one or more other participating organizations.

Consultant: person contributing to a project during one or more brief periods of time; not on project payroll.

Cooperative Agreement: an award of financial assistance that is used to enter into the same kind of relationship as a grant; and is distinguished from a grant in that it provides for substantial involvement between the federal agency and the recipient in carrying out the activity contemplated by the award.

Cost Sharing: financial contribution by the grantee; typically less than 1/3 of the total cost, more common to research grants; a form of matching.

Cover Letter (transmittal letter): letter of transmittal accompanying a proposal submission.

Deadline or Due Date: date after which a proposal will not be accepted for review; often stated as a receipt date or a post mark date. See Post Mark Date.

Direct Costs: all costs necessary for the administration and implementation of a funded project; not included in the organization's indirect cost rate or administrative charge.

Dissemination: how you will communicate information on your project to those who can use the information.

Effective Date: date award is made; allowable project costs may not be charged to the project until this date.

Equipment Grant: award to be used exclusively for the purchase of equipment; typically for educational or research purposes; usually requires a match by the grantee.

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

Expiration Date (termination date): last date of a project; no charges may be made to a project after this date. See Grant Period.

Face Page (cover sheet): first page of a proposal; identifies project title, agency to which proposal is submitted, project director's name, title, address, project duration, total dollar request, submitting organization's name and address and the name, title, and signature of the person authorized to sign for the submitting organization.

Fellowship: an award made directly to an individual in support of specific educational pursuits; recipients may be subject to service and/or payback requirements after the fellowship terminates.

Final Report: may be programmatic, technical, financial, or any combination thereof; a summary of project implementation including an evaluation of the degree to which objectives

have been met; required by most funding sources and appreciated by all others; a necessary courtesy if future funds should be desired.

FOAPAL: a series of numbers used to identify where a financial entry belongs. It is necessary to code invoices, deposits, and other financial transactions in the accounting system (Banner).

Fringe Benefits: payments in addition to base salary for such things as social security, workers' compensation, disability insurance, unemployment compensation, life and health insurance, and retirement.

Goals: general statements of anticipated project outcomes; usually more global in scope than objectives and not expected to be measurable; if used, goals should be supported by well-stated objectives. See Objectives.

Grant: an award of financial or other assistance that does not hold the grantee to a rigid work plan; more flexible than a contract.

Grant Period: begins on the effective date and ends on the expiration date; the period of time agreed upon by the grantor and the grantee during which a funded project is in operation; allowable project costs may be charged to the project only during this time. See Expiration Date.

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.

Guidelines: directions to follow in preparation and submission of a proposal; usually but not always provided by the funding source; more commonly available from government sources or larger foundations.

In-Kind Contribution: a service or item donated in lieu of dollars to the operation of a funded project; usually given by a third party; e.g., donated equipment, percentage of someone's time, or guest speaker's time; should be referenced in budget as real direct project cost but designated as in-kind.

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. They are usually expressed as a percentage of wages or total direct costs.

Letter of Inquiry: initial contact with a funder to find out if a full proposal would be welcome. Typically includes a brief summary of your organization, its mission, the need you want to address, the program you want to implement, the cost, and the amount you are requesting.

Letter of Intent: a brief letter containing a description of a proposed project, an estimated budget, and information on the applicant.

Matching Funds: cash or “in-kind” support contributed by the college to fulfill objectives of the project.

Nonprofit Organization: a nonprofit organization is any organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Service Code. Macalester is a nonprofit organization.

Objectives: specific statements of anticipated project outcomes; 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); usually measurable and directly related to project evaluation. See Goals.

Peer Review: process of evaluating proposals for funding; usually involves experts representing the same general fields or disciplines as the proposal topics.

Planning Grant: an award made in support of the planning stages of a future project.

Post Mark Date: the last date which may be affixed by the Post Office in order for a proposal to be considered for funding; set by the funding source. See Deadline.

Preliminary Proposal: occasionally required by a funding source as a first step in the submission process; a proposal containing only the essentials necessary to convey the idea to be proposed more formally at a later date.

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; includes programmatic and fiscal changes; 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. Priorities for federal grant programs are published in the *Federal Register*.

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 staff member 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 of time and is more focused than a program description. Proposals submitted in response to the solicitation compete directly with each other for funding.

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.

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

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

Request for Proposal (RFP): announcement distributed by a funding source to potential grantees defining in a general way the type of project proposals desired, same as a Request for Application (RFA) or Request for Qualifications (RFQ).

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.

Site Visit: a final step in the review of some proposals; involves a team of evaluators from the funding source who examine the project facilities on location; includes a review of project plan and objectives with key personnel; an encouraging sign to the project director, occasionally conducted during the life of the 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: funding source.

Stipend: periodic payment, similar to an allowance, made to an individual; normally intended for living expenses associated with participation in some phase of a funded project such as a fellowship or training grant; 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; 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.

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

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.

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.

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