

Grant Writing Glossary of Terms
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Term	Definition
501(c)(3)	The section of the tax code that defines nonprofit, charitable, tax-exempt organizations; 501(c)(3) organizations are further defined as public charities, private operating foundations, and private non-operating foundations.
Accrued Expenditures	Charges incurred by a recipient during a given period requiring the provision of funds for: (1) goods and other tangible property received; (2) services performed by employees, contractors, subrecipients, and other payees; and (3) other amounts becoming owed under programs for which no current services or performance is required.
Addendum	Extra pages that you include with your grant, such as letters of support. These must be labeled (ex. Addendum II) and referenced within the narrative of the grant.
Advanced Payment	A payment made to a recipient upon its request either before outlays are made by the recipient or through the use of predetermined payment schedules.
Authorized Signature/ Authorized Organization Representative (AOR)	This person submits a grant on behalf of a company, organization, institution, or government. The AOR has the authority to sign grant applications and the required certifications and/or assurances that are necessary to fulfill the requirements of the application process.
Budget	The financial plan for your grant, itemized to show breakdown of both income and expenses. Graphical representation can be helpful in presenting this information clearly.
CFDA Catalog of Federal Domestic Assistance	An online database of all federal programs available to state and local governments, federally-recognized Indian tribal governments, territories and possessions of the United States, domestic public, quasi-public, and private profit and nonprofit organizations and institutions, specialized groups, and individuals.
Closeout	Process by which the awarding agency determines that all applicable administrative actions and all required work of the award have been completed by the recipient and the awarding agency.
Community Foundation	A public charity supported by combined funds contributed by individuals, foundations, nonprofit institutions, and corporations. Giving is located to specific locations (city, county, or state). Donors may designate specific charitable agencies or provide that grants be made for charitable purposes at the discretion of the foundation's public board.
Contract	A contract is the mechanism for procuring services or products that primarily benefit the payor's (funder's) own program directly, although the recipient of the contract payments may receive incidental benefits in addition to compensation for services (that is, use of the report or study for its own purposes). The payor (funder) also may maintain some significant, direct involvement in the activities funded by a contract for services – for example, the right to review the work done, make suggestions, and the like.

Term	Definition
Cost Sharing	A method of "matching money" in which the grantee agrees to invest a certain sum or percentage of "in-kind" dollars into the project.
Direct Costs	The total dollar amount necessary to fund your project. Includes cash money only, not indirect costs.
Endowment	Money contributed to provide a continuing income for support or maintenance. The endowment may be general or specified for a particular project.
General Operating Support	A grant made to further the general purpose or work of an organization, rather than for a specific purpose or project; also called an unrestricted grant or basic support.
Grant	A grant is an award of assistance, usually financial in nature, which primarily benefits a particular grantee by furthering the grantee's own purposes and programs. A grantor's involvement with a grant generally is limited to grant administration and monitoring.
Guidelines	Procedures set forth by a funder that grant seekers should follow when approaching a grant maker.
Indirect Costs	The overhead an organization would have to pay in order to support a grant (electricity, rent for space, parking, etc.).
In-Kind Contribution	Refers to a contribution of services or items that an organization donates instead of a monetary sum, in order to help fund the project (ex. contributing a staff member's time or use of space).
Letter of Intent	A letter that the grant seeker sends before writing or submitting a grant proposal to a grant maker in order to ensure the proposal will fit within the foundation's guidelines and mission.
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 he/she believes that your project should be funded.
Matching Funds	Refers to a dollar amount that the grantee or other outside party agrees to contribute to the project.
Narrative	The written portion of your grant. The story of who, what, where, when, why, and how. Every grant has at least 2 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.
Objective	Specific, measurable aims for project, with matching outcomes to measure them.
Outcome	Expected results of project which can be used to measure its success.
Private Foundation	A nongovernmental, nonprofit organization with funds (usually from a single source, such as an individual, family, or corporation) and program managed by its own trustees or directors. Private foundations are established to maintain or aid social, educational, religious, or other charitable activities serving the common welfare, primarily through the making of grants.
Program Officer	A staff member of a foundation who reviews grant proposals and processes applications for the board of trustees.
RFP Request For Proposal	A notice from a funding agency or foundation to solicit proposals for new grant opportunities. RFPs usually list program descriptions, deadlines and eligibility requirements. Grant seekers should send a letter of intent and request an application packet.

Term	Definition
Summary	Portion of the narrative in which you describe who, what, where, when, why, and how very briefly. Tell what the proposal is about. (also called "Cover Summary" & "Executive Summary").
Tax Exempt	Refers to organizations that do not have to pay taxes such as federal or state corporate tax or state sales tax. Individuals who make donations to such organizations may be able to deduct these contributions from their income tax.
Technical Assistance	Operational or management assistance given to nonprofit organizations. This type of help can include fundraising assistance, budgeting and financial planning, program planning, legal advice, marketing, and other aids to management. Assistance may be offered directly by the staff of a foundation or corporation, or it may be provided in the form of a grant to pay for the services of an outside consultant.
Trustee	A foundation board member or officer who helps make decisions about how grant monies are spent. Depending on whether the foundation has paid staff, trustees may take a more or less active role in running its affairs.

Grant Types

Grant	Definition
Block Grant	A grant that the state or federal government allocates to fund a specific need (ex. the federal government will allocate \$2 million in a block grant to schools that provide after-school care for children.).
Challenge Grant	Funder sets fundraising goal for grant seekers to reach; reward if met.
Capital Grant	Funding for endowment purposes, construction or equipment.
General Operating Support	Funding for the general purpose or work of an organization including personnel, administration, and other expenses for an existing program.
Matching Grant	Funder agrees to match amount that grant seeker raises in fundraising.
Project/Program Grant	Funding for specific initiative or new endeavor, not general purpose.
Seed Grant	Funding designed to help start a new project or charitable activity, or to help a new organization in its start-up phase.
Technology Grant	Funder donates technological equipment (computers, phone system, etc).