

# Grant Definitions & Terminology

## A

**applicant** - the government department, agency, or non-profit or organization seeking funds

**assurances** - legally-binding statements signed by the applicant which states the applicant will do or refrain from doing certain things; when assurances are required by the grantor, assurance forms are usually included in the grant application package

## B

**budget period** - periods of time (usually 12 months) into which a project is divided for budget and reporting purposes; for multi-year projects, a continuation proposal is usually required each year the project continues.

## D

**direct costs** - total costs directly attributable to carrying out a grant project, including salaries, fringe benefits, travel, equipment, supplies, services, etc.

## E

**evaluation** - an assessment of the project's success in meeting its intended outcomes with regard to the National Objective to the benefit of low-moderate income area; usually includes a formative evaluation and summative evaluation (see formative and summative evaluation).

## F

**fiscal year** - a twelve month period for which an organization plans the use of its funds; for the City of Jersey City, the fiscal year runs from April 1 through March 31. The fiscal year for CSBG is January 1 through December 31. The program year is designated by the calendar year in which it ends.

**formative evaluation** - conducted during the operation of a project, generally for the purpose of providing immediate feedback to the grantee about the status of project activities and so that project revisions may be made.

**fringe benefits** - amount paid by the employer for employee benefits such as retirement, health insurance, unemployment insurance, etc.; salary plus fringe benefits equals the total personnel costs.

## G

**grant** - financial assistance in the form of money, or property or technical assistance in lieu of money, awarded by a government agency or private organization (foundation or corporation) to an eligible applicant to accomplish some public purpose. Grants obligate the City of Jersey City to meet specified objectives and hold the City financially liable if funds are not spent in accordance with applicable laws, rules, and regulations of the funding agency (Housing and Urban Development (HUD)).

**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 legal entity to which a grant is awarded and which is accountable to the funding agency for the use of funds provided. The only grantee for the City of Jersey City is the City of Jersey City. Individual departments within the City cannot be grantees even though they may be designated as the recipient.

**grantor** - (also known as funder or funding agency) any legal entity, public or private, that awards grants to the school district, individual schools, or departments; grantors include local, state, or federal government agencies, private foundations, private or public non-profit organizations, and corporations

**guidelines** - set of general principles used in judging proposals

## I

**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). In Broward County Public Schools, indirect costs must be requested when funding is from a Federal source, unless specifically prohibited by the agency.

**in-kind or in-kind contribution** - dollar value of non-cash contributions to a project by the grantee or another party other than the funder which directly benefit a grant (examples: volunteer services, equipment use, facilities, staff time already allocated in the budget)

## M

**matching** - grantee's cash or in-kind contribution to a project, usually a percent of the total budget; see also cash match, in-kind

## O

**outcome objective** - refers to the measurable change (increase or decrease) in conditions or behaviors as a result of the project's implementation

**organizational capability** - the previous experience, productive capacity, personnel, and other resources which indicate that the applying organization can carry out a proposal.

## P

**process/product objective** - a major project activity/milestone and timeline for its accomplishment; helps project staff to monitor the project activities and management plan (i.e., By the end of the second month, the in-service workshops will be scheduled); can also refer to a concrete item to be produced by the project, such as a manual or a film (i.e., By the end of the sixth month, the curriculum supplement will be completed).

**project/program director** - individual designated by the grantee to be responsible for the administration of a project including project management, submission of all required documents, communicating with the grantor and other appropriate agencies, and carrying out project activities.

**project/program officer** - the official at the grantor 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.

**program announcement** - press release, booklet, catalog, form or notice telling of an opportunity to apply for a grant or contract.

**proposal** - 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; represents a plan for change rather than a request for money

## R

**request for proposal (RFP)** - the funder's request that includes the guidelines (instructions) and forms necessary for the applicant to submit a proposal for funding

## S

**solicited proposal** - a proposal that has been invited by a sponsoring agency, usually through a program announcement or RFP

**summative evaluation** - reporting or measurement of final program results

## T

**target audience/group** - a specified group or category of persons which the project will serve or impact.

**time-line** - a management tool which details the schedule of project tasks to be accomplished, by whom, and over what period of time

## U

**unsolicited proposal** - proposals submitted by the applicant without formal invitation from the grantor agency