

Grant Seeking 101 Terminology

501(c)(3)	An Internal Revenue Service designation for certain charitable organizations; only organizations with 501(c)(3) status for many government and foundations grants.
Attachment	Something attached to the proposal to provide additional documentation of the project's worthiness, such as letters of support or recommendation, survey data, promotional materials, or other items that are too large to put in the grant itself. May also be referred to as an Appendix.
Budget	A description of expected costs for the project, broken into expense categories, to justify why the grant writer is seeking funds.
Cover letter	Often used to introduce grant reviewers to one's organization and explain why the organization is seeking funds.
Direct costs	Budget items (such as teacher and counselor salaries, equipment, and books) that have a direct impact on the people who would be served in a grant proposal.
Evaluation criteria	Specifications used to determine the worthiness of a grant proposal.
Evaluation	A systematic method of gathering data to monitor and assess a funded project to ensure its success and assure the funder that the money has been well spent.
Executive summary	A one-page summary of the grant proposal, also called an abstract or project summary.
FOA	Funding opportunity announcement; this terminology is often used for federal grants.
Indirect costs	Overhead and administrative costs that help to support project operations.
Indirect rate	The ratio between indirect and direct costs; some funders place a cap on the indirect rate that a funded project can use.
LOI	Letter of intent, a requirement of some funders before they will accept a full grant proposal.
Matching funds	Some grantors require that, for every dollar they give, the organization must match money or in-kind resources from other sources; this may be a 1:1 or some other ratio. Also sometimes referred to as cost-sharing or cost-match.
Objectives	Specific statements that describe the results to be achieved through a project and the manner in which they will be achieved.
Outcomes	The measurable changes and impact that can be expected to occur if the proposed project is funded.
Personnel	The people who will be paid by the grant in order to carry out the project described in the proposal. Proposal – written document submitted by an organization to a grant-provider requesting funding for a particular purpose.
RFI	Request for information; a process whose purpose is to collect written information about the capabilities of providers.
RFPP	Request for proposal; another term that may be used in place of FOA for a grant or funding announcement.
RFQ	Request for qualifications, sometimes used by a funder to establish a register of qualified individuals or organizations for future grants or contracts.