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Certified Professional in Grant Management in Nonprofit Organizations

## Proposal Writing and Submission

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### A

**Advocacy:** The act of supporting a cause or proposal. In the context of grant writing, advocacy involves making a case for funding a particular project or program.

**Application Review:** The process of evaluating a grant proposal to determine if it meets the funder's eligibility criteria and funding priorities.

**Assurances:** Statements made by the grant applicant that they will comply with certain regulations and requirements, such as nondiscrimination and financial management policies.

**Budget:** A detailed financial plan for the proposed project or program, outlining expected income and expenses.

### C

**Capacity Building:** The process of increasing an organization's ability to effectively deliver its mission and programs. This may include training, technical assistance, or infrastructure development.

**Collaboration:** The act of working together with other organizations or individuals to achieve a common goal. In the context of grant writing, collaboration may involve partnering with other organizations to jointly apply for funding.

**Compliance:** The act of following all regulations and requirements associated with the grant, including those related to financial management, reporting, and evaluation.

**Cost Principles:** Rules that govern how grant funds can be used and accounted for, including what costs are allowable and how they should be documented.

### D

**Data Driven Decision Making:** The practice of using data and evidence to inform decisions and strategies. In the context of grant writing, data driven decision making may involve using data to demonstrate the need for the proposed project or program and to evaluate its impact.

**Direct Costs:** Costs that can be directly attributed to the proposed project or program, such as salaries, supplies, and equipment.

**Discretionary Funds:** Funds that can be used at the discretion of the grant maker, rather than being

earmarked for a specific purpose.

## E

**Earmarks:** Funds that are designated for a specific purpose or recipient.

**Eligibility:** The criteria that an organization or individual must meet in order to be considered for a grant.

**Evaluation:** The process of assessing the impact and effectiveness of the proposed project or program.

## F

**Federal Register:** The official daily publication of the federal government that contains proposed rules, final rules, and other notices of federal agencies and organizations.

**Fiscal Sponsor:** An organization that agrees to manage the financial and administrative aspects of a grant on behalf of another organization or individual.

**Formula Grants:** Grants that are awarded based on a predetermined formula, such as population size or per capita income.

## G

**Grant Agreement:** A legal document that outlines the terms and conditions of the grant, including the amount of funding, the permitted use of funds, and the reporting and evaluation requirements.

**Grant Management:** The process of administering and overseeing a grant, from application to closeout.

**Grant Proposal:** A written document that outlines the proposed project or program, the need for funding, and the expected outcomes.

## I

**Indirect Costs:** Costs that are not directly attributable to the proposed project or program, but are necessary for the overall operation of the organization.

**In-Kind Contributions:** Non-cash contributions, such as donated goods or services, that can be counted towards the match requirement of a grant.

**Invitation for Proposals (IFP):** A request for grant proposals issued by a funding organization.

## L

**Logic Model:** A visual representation of the relationship between the proposed project or program, its activities, outputs, and outcomes.

**Long-Term Sustainability:** The ability of an organization or program to continue to operate and be successful over a long period of time.

## M

**Match Requirement:** A requirement that the grant recipient provide a certain amount of funding or resources to supplement the grant.

**Meaningful Involvement:** The active participation of stakeholders, including community members, in the planning, implementation, and evaluation of a project or program.

**Monitoring:** The ongoing oversight and evaluation of a grant to ensure compliance with regulations and requirements.

## N

**Needs Assessment:** The process of identifying and prioritizing the needs of a community or population.

**Non-Discrimination:** A requirement that grant recipients not discriminate on the basis of race, color, national origin, sex, age, disability, or religion.

## O

**Objectives:** Specific, measurable goals that the proposed project or program aims to achieve.

**Operational Plan:** A detailed plan for the management and implementation of the proposed project or program.

**Outcomes:** The results or benefits that are expected to be achieved by the proposed project or program.

## P

**Peer Review:** The process of having experts in the field review and evaluate a grant proposal.

**Performance Measures:** Specific, measurable indicators that are used to evaluate the success of the proposed project or program.

**Pre-Proposal Contacts:** Communication with a potential funder prior to submitting a grant proposal to discuss the proposal and gather information.

## R

**Request for Applications (RFA):** A request for grant proposals issued by a funding organization.

**Request for Proposals (RFP):** A request for grant proposals issued by a funding organization.

**Review Criteria:** The specific factors that will be used to evaluate a grant proposal.

## S

**Site Visit:** A visit to the organization or location where the proposed project or program will be

implemented, typically conducted by a representative of the funding organization.

**Smart Grant Seeking:** The practice of strategically selecting and applying for grants that align with an organization's mission and capabilities.

**Statement of Work (SOW):** A detailed description of the work to be performed under the grant, including the specific tasks, timelines, and deliverables.

## T

**Technical Assistance:** Expert advice and support provided to grant recipients to help them successfully implement and manage their projects or programs.

**Threshold Criteria:** The minimum requirements that a grant proposal must meet in order to be considered for funding.

## U

**Unallowable Costs:** Costs that cannot be charged to a grant, such as entertainment or lobbying expenses.

**Underrepresented Populations:** Groups that are not adequately represented or served, such as racial or ethnic minorities, low-income individuals, or individuals with disabilities.

## V

**Vision Statement:** A statement of an organization's long-term goals and aspirations.

## W

**Work Plan:** A detailed plan for the implementation and management of the proposed project or program.