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Advanced Certificate in Grant Management and Compliance

## Donor Relations and Communication

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### Acceptance Letter

A letter sent by a grant recipient to the grant maker acknowledging the receipt of the grant and agreeing to the terms and conditions outlined in the grant agreement.

### Appeals Process

The process by which a grant recipient can dispute a decision made by the grant maker regarding the grant.

### Compliance

The act of adhering to the rules, regulations, and requirements set forth by the grant maker in the grant agreement.

### Donor Relations

The process of building and maintaining positive relationships with grant makers in order to secure and maintain funding.

### Grant Agreement

A legal document that outlines the terms and conditions of a grant, including the amount of the grant, the purpose of the grant, the reporting requirements, and any other requirements or restrictions.

### Grant Management

The process of overseeing and administering a grant from the grant application process through the completion of the grant project.

### Grant Proposal

A written document that outlines a project or program and requests funding from a grant maker.

### Grant Reporting

The process of providing regular updates to the grant maker regarding the progress and outcomes of the grant project.

### Grantmaking Organization

An organization that provides grants to other organizations or individuals for specific projects or programs.

### In-Kind Contribution

A non-cash contribution to a grant project, such as donated goods or services.

### Matching Funds

A requirement of some grants that the grant recipient must provide a certain amount of funding from other sources in order to receive the grant.

### MOU (Memorandum of Understanding)

A non-binding agreement between two or more parties outlining the terms and conditions of a collaborative project or relationship.

### Performance Measures

Specific, measurable indicators of progress or success used to evaluate the impact of a grant project.

### Post-Award

The period of time after a grant has been awarded and the grant agreement has been signed.

### Pre-Award

The period of time before a grant has been awarded, during which the grant proposal is being reviewed.

### Restricted Funds

Funds that can only be used for a specific purpose or project, as outlined in the grant agreement.

### Site Visit

A visit by a grant maker to the grant recipient's location to review the progress and impact of the grant project.

### Stewardship

The process of managing and overseeing a grant in a responsible and transparent manner, with the goal of maintaining the trust and support of the grant maker.

### Unrestricted Funds

Funds that can be used for any purpose, at the discretion of the grant recipient.

### Acceptance Letter

An acceptance letter is a formal letter sent by a grant recipient to the grant maker acknowledging the receipt of the grant and agreeing to the terms and conditions outlined in the grant agreement. This letter is an important part of the grant management process, as it officially signifies the start of the grant project. The acceptance letter should include the following information:

- \* A statement of gratitude for the grant
- \* Confirmation of the grant amount
- \* Agreement to the terms and conditions of the grant
- \* A brief summary of the grant project and its goals
- \* The name and contact information of the grant recipient

### Appeals Process

The appeals process is the process by which a grant recipient can dispute a decision made by the grant maker regarding the grant. This process may be outlined in the grant agreement or in the grant maker's policies and procedures. The appeals process typically involves submitting a written appeal to the grant maker, providing additional information or evidence to support the appeal, and waiting for a decision from the grant maker. The appeals process is an important safety net for grant recipients, as it allows them to

challenge decisions that they believe are unfair or inaccurate.

### Compliance

Compliance is the act of adhering to the rules, regulations, and requirements set forth by the grant maker in the grant agreement. This includes following all financial, programmatic, and reporting requirements, as well as any other requirements or restrictions outlined in the grant agreement. Compliance is an important part of grant management, as it helps to ensure that the grant project is being implemented in a responsible and transparent manner, and that the grant maker's funds are being used effectively and efficiently.

### Donor Relations

Donor relations is the process of building and maintaining positive relationships with grant makers in order to secure and maintain funding. This includes regular communication with the grant maker, providing timely and accurate reports on the progress and impact of the grant project, and being responsive to the grant maker's questions and concerns. Strong donor relations can help to increase the likelihood of receiving future grants from the same grant maker, as well as to build a positive reputation for the grant recipient within the grant making community.

### Grant Agreement

A grant agreement is a legal document that outlines the terms and conditions of a grant, including the amount of the grant, the purpose of the grant, the reporting requirements, and any other requirements or restrictions. The grant agreement is a binding contract between the grant maker and the grant recipient, and it serves as the foundation for the grant management process. It is important for grant recipients to carefully review the grant agreement and to seek legal advice if necessary, in order to ensure that they fully understand and can comply with all of the requirements and restrictions.

### Grant Management

Grant management is the process of overseeing and administering a grant from the grant application process through the completion of the grant project. This includes:

- \* Developing a grant management plan
- \* Implementing the grant project
- \* Monitoring and reporting on the progress and impact of the grant project
- \* Ensuring compliance with the grant agreement
- \* Maintaining positive relationships with the grant maker

Effective grant management is essential for ensuring the success of the grant project and for maintaining the trust and support of the grant maker.

### Grant Proposal

A grant proposal is a written document that outlines a project or program and requests funding from a grant maker. The grant proposal should include a clear and compelling description of the project or program, as well as a detailed budget and a plan for evaluating the impact of the project. The grant proposal is the grant recipient's opportunity to make a strong case for why the grant maker should fund the

project, and it is an important part of the grant application process.

#### Grant Reporting

Grant reporting is the process of providing regular updates to the grant maker regarding the progress and outcomes of the grant project. This may include written reports, oral presentations, or site visits. Grant reporting is an important part of the grant management process, as it allows the grant maker to track the progress and impact of the grant project, and to ensure that the grant funds are being used effectively and efficiently.

#### Grantmaking Organization

A grantmaking organization is an organization that provides grants to other organizations or individuals for specific projects or programs. Grantmaking organizations may be private foundations, public charities, or government agencies. They may provide grants for a wide range of purposes, including education, research, arts and culture, health, and human services.

#### In-Kind Contribution

An in-kind contribution is a non-cash contribution to a grant project, such as donated goods or services. In-kind contributions can be an important source of support for grant projects, as they can help to reduce the overall cost of the project and can demonstrate the commitment and support of the grant recipient's partners and supporters. It is important for grant recipients to track and report all in-kind contributions, as they may be considered part of the grant recipient's match or cost share.

#### Matching Funds

Matching funds are a requirement of some grants that the grant recipient must provide a certain amount of funding from other sources in order to receive the grant. The matching funds may be in the form of cash or in-kind contributions. The purpose of matching funds is to ensure that the grant recipient has a significant stake in the success of the grant project, and to demonstrate the grant recipient's commitment and capacity to successfully implement the project.

#### MOU (Memorandum of Understanding)

A memorandum of understanding (MOU) is a non-binding agreement between two or more parties outlining the terms and conditions of a collaborative project or relationship. An MOU is often used in the context of grant projects, to establish the roles and responsibilities of the grant recipient and its partners. An MOU is not a legal contract, but it can serve as a useful tool for clarifying expectations and ensuring that all parties are on the same page.

#### Performance Measures

Performance measures are specific, measurable indicators of progress or success used to evaluate the impact of a grant project. Performance measures may be quantitative (e.g., number of people served, amount of money raised) or qualitative (e.g., satisfaction surveys, stories of impact). Performance measures should be chosen carefully, based on the goals and