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Advanced Certificate in Grant Management and Compliance

## Grant Proposal Development

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**\*\*Budget Justification:\*\*** A detailed explanation of how grant funds will be used, providing a rationale for each budget item and demonstrating that the budget is reasonable, necessary, and allocable to the proposed project.

**\*\*Cost Principles:\*\*** Federal regulations that outline how grant expenses should be calculated, allocated, and reported, ensuring that costs are reasonable, necessary, and allocable to the project.

**\*\*Direct Costs:\*\*** Expenses that can be directly attributed to the grant-funded project, such as salaries, benefits, equipment, and supplies.

**\*\*Earmarking:\*\*** The practice of setting aside a portion of grant funds for a specific purpose, often restricting the grantee's flexibility in managing the grant.

**\*\*Federal Acquisition Regulations (FAR):\*\*** The primary set of rules governing the acquisition of goods and services by federal agencies, which may impact grant management and compliance.

**\*\*Federal Assistance:\*\*** Financial assistance provided by federal agencies to support various programs, projects, and activities, often in the form of grants.

**\*\*Financial Conflict of Interest (FCOI):\*\*** A situation where a grantee's financial interests or relationships could potentially bias their judgment or actions related to a grant-funded project.

**\*\*Grant Agreement:\*\*** A legal document outlining the terms and conditions of a grant, including the responsibilities of both the grantor and the grantee, and any special requirements or restrictions.

**\*\*Grant Management:\*\*** The process of administering and overseeing a grant, including budgeting, reporting, and ensuring compliance with grant terms and regulations.

**\*\*Grant Management Software:\*\*** A digital tool or platform designed to streamline and automate various aspects of grant management, such as application tracking, budgeting, and reporting.

**\*\*Grant Proposal:\*\*** A comprehensive and well-structured document outlining a project or program and its associated costs, submitted to a potential grantor for consideration.

**\*\*Grant Writing:\*\*** The process of preparing and submitting a grant proposal, typically requiring research, planning, and effective communication skills.

**\*\*Indirect Costs:\*\*** Expenses that cannot be directly attributed to a specific grant-funded project but are necessary for the general operation of the organization, such as rent, utilities, and administrative support.

**\*\*Logic Model:\*\*** A visual representation of a program or project, illustrating the relationships between

inputs, activities, outputs, and outcomes.

**\*\*Matching Funds:\*\*** A contribution from a grantee, often in the form of cash or in-kind resources, that is required to secure a grant and demonstrate a commitment to the project.

**\*\*Monitoring:\*\*** The ongoing process of overseeing a grant's progress, ensuring compliance with grant terms and regulations, and identifying any issues or concerns that may arise.

**\*\*Performance Measurement:\*\*** The process of tracking and evaluating a grant's progress and impact, often through the use of specific indicators and metrics.

**\*\*Post-Award Management:\*\*** Activities related to managing a grant after it has been awarded, such as budgeting, reporting, and ensuring compliance with grant terms and regulations.

**\*\*Pre-Award Management:\*\*** Activities related to managing a grant before it has been awarded, such as grant writing, proposal review, and negotiation.

**\*\*Proposal Review:\*\*** The process of evaluating and scoring a grant proposal based on established criteria, typically conducted by a panel of reviewers.

**\*\*Single Audit:\*\*** An annual audit of an organization's financial statements and federal awards, required for any non-federal entity that expends \$750,000 or more in federal funds during a fiscal year.

**\*\*Subrecipient:\*\*** An organization or individual that receives grant funds from a pass-through entity, such as a prime grantee, and is responsible for carrying out a portion of the grant-funded project.

**\*\*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance):\*\*** A set of federal regulations that establish uniform administrative, cost, and audit requirements for federal awards, streamlining the grant management process.

**\*\*Unallowable Costs:\*\*** Expenses that cannot be charged to a grant, as specified in grant terms and regulations, such as entertainment, lobbying, and alcohol.

**\*\*Voluntary Cost Sharing:\*\*** A contribution from a grantee that is not required but is made voluntarily, often to demonstrate a commitment to the project.

**\*\*Whistleblower Protections:\*\*** Laws and regulations that protect individuals who report suspected fraud, waste, or abuse related to a grant or other federal funds.