



GRANT TERMINOLOGY

101

Reference Guide

Framingham Public Schools
Grants Development Office
73 Mount Wayte Avenue, Suite #5
Framingham, MA 01702

FPS Grants Development Office E-mail -
fps_grants@framingham.k12.ma.us

Created by Dr. Coretta McCarter

FPS Grants Development Office Twitter-  /grantsfps

Phone: (508) 626-9120
Fax: (508) 877-4041

It is the Framingham Public Schools GDO's plan to provide technical assistance regarding the grant process, terminology, and guidance when requested by staff. Grant Managers seeking clarifications for grant terms should refer to references listed. Specific reference requests from community partnerships should be directed to the Grants Development Office (GDO) Team for response. In accordance with the GDO's normal practice this reference is given in good faith and in confidence, without legal liability on behalf of the author.

501(c)(3) - IRS tax code defining tax-exempt organizations. To be tax-exempt an organization must be organized and operated exclusively for one or more of the purposes set forth in IRC Section 501(c)(3) and none of the earnings of the organization may be given to any private shareholder or individual. FPS is NOT a 501c(3.)

Administrative Costs - Grant funds used to administer or oversee the project.

Allocation - An amount or portion of a resource assigned to a particular recipient.

Allowable - A cost that can be charged to a project per sponsor's guidelines. A cost may be allowable per sponsor's guidelines, but if it does not meet any specific project objectives, it is not allocable.

Application- A formal request, as for assistance, employment, or admission to a school, or when requesting a grant. The application includes the complete presentation of the project.

Appropriation - A sum of money from public funds set aside for a specific purpose.

Assurances - A listing of requirements, found in different state and federal laws, regulations, and executive orders that applicants agree in writing to observe as a condition of receiving funding.

Award - A funding agency's acceptance of an application or proposal, which results in a sum of money allocated to the awardee over a specified period of time to meet the goals and objectives outlined in the grant application.

Audit (Financial) - The examination of records and reports of a company, in order to ensure that what is provided is relevant and accurate. Audits are generally conducted after the end of the fiscal year. Some grant programs require an audit of grant funds at the end of the project.

Audit (Program) - A review of the accomplishments of a grant funded program by the staff of the funding agency. A program audit may be mandatory or random. Also known as monitoring can be financial or programmatic.

Bequests- A gift or donation without obligation to repay.

Brobdingnagian (brob-ding-nag-ee-uhn) - Brobdingnagian simply means huge or giant, and often refers to anything from Brobdingnag, a fictional place created by Jonathan Swift where everything was giant. The word isn't much used today, but it wouldn't be a brobdingnagian task to work it into our conversations from time to time.

Budget - The financial plan for the project or program that the Federal/State awarding agency or pass-through entity approves during the Federal award process or in subsequent amendments to the Federal award. It may include the Federal and non-Federal share or only the Federal share, as determined by the Federal awarding agency or pass-through entity.

Budget Narrative - A written description of the purpose and source of each expense, including (where applicable), the unit cost, number of units and related computations.

Budget Period- An interval of time into which a project period is divided for budgetary purposes.

Carryover- *Grant funding transferred or resulting from a previous situation or context.*

Circuit Breaker - *Massachusetts state special education reimbursement program started in FY04 to provide additional state funding to districts for high-cost special education students. Circuit breaker reimbursements are for the district's prior year's expenses and administrative and overhead costs are not reimbursable. Standard rates for each type of service are established annually by ESE based on statewide surveys and are used to calculate the reimbursable cost for each student. Circuit breaker reimbursements are deposited into a special education reimbursement account (Fund #4804) and may be expended by the school committee in the year received or in the following fiscal year for any special education- related purposes, without further appropriation.*

Close Date - *The deadline designated by the grant-making agency designated for submission of a particular grant application.*

Compliance - *The act or process of doing what you have been asked or ordered to do: the act or process of complying.*

Conflict of Interest - *A conflict of interest occurs when an employee compromises professional judgment in carrying out teaching, research, outreach, or public service activities because of an external relationship that directly or indirectly affects the financial or business interests of the employee, an immediate family member, or an associated entity.*

Continuation Application - *An application for continued support on current projects already funded by the sponsor.*

Contract - *An agreement with specific terms between two or more persons or entities in which there is a promise to do something in return for a valuable benefit known as consideration.*

Contracted Services - *Services provided to the grant recipient by an outside consultant or provider.*

Cover Letter- *A brief, one-page letter to introduce the applicant and summarize the attached proposal.*

Copyright - *A copyright protects an original work, set down in a fixed form or medium of expression, e g., texts, computer software, visual and audio materials. It protects the embodiment of an idea, as opposed to the idea itself. A copyright term is 75 years from the date of publication or 100 years from the time the work was created.*

Cost Reimbursable - *An agreement in which the sponsor funds the project to the extent described in the award notice. The district is reimbursed by the sponsor only for actual costs incurred; any unspent funds revert to the sponsor.*

Cost Sharing - *That portion of project or program cost not covered by the federal government.*

Cost Transfer - *A direct charge expense transferred from one account to another after the charge has been posted in a financial accounting record.*

Date of Completion - *The date on which all work under an award is completed or the date on the award document, or any supplement or amendment thereto, on which awarding agency sponsorship ends.*

Deadline Date - *The date when an application must be submitted. Either the postmark deadline (date by which an application must be postmarked) or the receipt deadline (date by which an application must be received by an agency).*

Declining Grant - *A multi-year grant that grows smaller each year. It is expected that the recipient's home organization will raise other funds to make up the difference.*

Deficit - *An excess of liabilities over assets (usually over a certain period).*

Direct Costs - *Cost items directly related to producing the end project or providing services specified in the grant or contract.*

Disclosure - *The action of making new or secret information known.*

Donor - *A foundation or individual that provides the funds for a grant.*

Drawdown, Draw - *The method used by a grantee to request money from the funding agency. A draw is the frequency (i.e., weekly, monthly, quarterly, single lump sum, etc.) of the request. Quarterly draws are the most common.*

ED - *The U.S. Department of Education.*

EDGAR - *The Education Department General Administration Regulations governing the Education Department's grant programs.*

Electronic Application (E-Application) - *The Department of Education's electronic application system through which applicants apply for selected grant programs over the Internet.*

Eligible Applicants - *An entity who may apply for a grant as specified in the grant guidelines.*

Employee Matching Grant - *A contribution by an employee that is matched by a similar contribution from his or her employer.*

Encumbrance- *The district's legal obligation to pay a vendor or reimburse an employee when goods or services have been requested, but have not yet been provided. Funds are set aside for a specific purpose, such as salaries or materials.*

Encumbered Expense - *Grant funds set aside for project implementation. Recipients must not encumber any expense prior to the start date or after the end date of the funded project.*

Expenditure - *Payment for goods or services, or a charge against available funds in settlement of an obligation as evidenced by an invoice, receipt, voucher, or other such document.*

Entitlement Funds - *Funds received on the basis of population characteristics, student achievement levels, etc.*

Evaluation - *Assessment of whether a project achieved the intended outcomes. The evaluation component includes (1) product evaluation— results that can be attributed to the project, as well as the extent to which the project has satisfied its desired objectives; and (2) process evaluation— how the project was conducted in terms of consistency with the stated plan of action and the effectiveness of the various activities within the plan.*

Evaluation Data - *Two types of evaluation data are typically required: (1) quantitative— student test scores, numbers of teachers trained, or other objectively measured outcomes and (2) qualitative— information gathered through open-ended questionnaires, observation notes, artifacts such as student projects and sample lesson plans.*

Final Report - *The final financial or technical report required by the sponsor when a research project is complete.*

Fiscal Year (FY) - *Any twelve month period for which accounting books are kept, usually July 1 - June 30. Grant cycles vary and may depend on the start date.*

Fringe Benefits - *Employee benefits paid by the employer, such as FICA, Worker's Compensation, Withholding Tax, Insurance, MTRS, etc.)*

FRL - Free or Reduced Lunch- *Many federal programs use a school's percentage of students eligible to receive free or reduced lunch to determine its eligibility for additional funding. State and federal grants often set the bar at 40% or higher.*

Foundation - *A private organization established as a nonprofit corporation or charitable trust, with a principal purpose of making grants to unrelated nonprofit organizations for scientific, educational, cultural, religious, or other charitable purposes.*

Funding Priorities - *Specific elements that applicants are asked to address or certain conditions that must exist for applicants to be eligible for a certain grant. There are two kinds of priorities for which additional scoring points may be received: (1) Absolute Priorities— applicants must address these in order to be considered for funding; and (2) Competitive Priorities— applicants have the option of choosing whether or not to address these. An Invitational Priority encourages but does not require applicants to respond and does not offer competitive or absolute preference over other applicants.*

Funder - *An organization, agency, corporation or individual that makes funds available for a grant.*

Funding Agency - *The organization that funds a grant.*

Funding Cycle - *Starting with the announcement of available funds it includes all phases of the grant, die. Deadline for application submission, proposal reviews, award, issuance of grant documents, release of funds and fiscal reporting. If funds are re-appropriated after the first round, the cycle starts over.*

General (Operating) Support - *A grant made to further the general purpose or work of an organization, rather than for a specific purpose or project; also called an unrestricted grant or basic support.*

Goals and Objectives - *Goals are broad and long-term targets (e.g., increasing high school graduation rates); objectives are more short-term (e.g. increasing reading scores by a specific percent within a specified time frame).*

Grant - *An award of money, which generally does not need to be paid back, given to finance a particular activity or facility.*

Grant Agreement - *A legally binding contract between a grantee and a grantor. Based on the proposal submitted by the grantee the agreement specifies the terms and conditions of the grant.*

Grantee - *The person, organization, school district, etc. that receives the grant. Other terms include: Beneficiary, Donee, Grantor, Grantee, Sub-Grantee.*

Grantee Financial Report - *A detailed report outlining how the grant funds are spent. This is required by many corporate funders. It includes expenses, revenue, assets and liabilities.*

Grace Period - *A grace period may be created at the grant-making agency's discretion to extend the application submission period. This period reflects the number of days after the closing date that Grants.gov will continue to accept applications for a grant opportunity, for example, an agency might include a grace period to accept revised applications. It also represents the day (Closing Date + Grace Period) that applicants will no longer be able to download the application package. This value is entered by an agency when creating a grant opportunity and is not visible to grant applicants.*

Grant Manager - *The grantor user listed as the Point of Contact for a specific grant-making agency or sub-agency. This person will receive any email notifications about application submissions or agency creations, depending on the option selected in the agency's profile. This person is responsible for the specific set of functions assigned to applicant.*

Grassroots Fundraising - *Society or individuals at a local level. The funds usually come from people who live in the locality who put on fundraising activities via membership drives, raffles, or auctions.*

Guidelines - *The goals and procedures of the funding agency.*

Incremental Funding - *Grants that are funded with specific spending limits below the total costs.*

Indirect Costs - *Costs incurred for an organization's operating expenses (e.g., utility bills, janitorial services, etc.) which cannot be readily and specifically identified with a particular grant project.*

Indirect Cost Rate - *The percentage a grantee uses in computing the dollar amount it charges to the grant to reimburse itself for indirect costs of a grant project.*

In-Kind Gift/Donation - *Rather than cash, it is a donation of goods or services such as labor, equipment, supplies or the use of facilities.*

LEA Local Educational Agency – *The overseer of a district's educational department that applies for and manages the grant.*

Letter of Inquiry, Letter of Intent (LOI) or Intent to Apply- *A brief letter outlining an organization's activities and its request for funding sent to a funding source to determine whether it would be appropriate to submit a full grant proposal. Some foundations prefer this as the initial contact; some federal and state grants require or request a letter or form to be submitted indicating intent to apply for the grant.*

Matching Funds - *When the grantee is required to pay the difference in the amount of funds from the sponsor and the amount funds required for the project. See also Force Account, In-Kind and Leveraging Ratio.*

Mission Statement - Declares "why" an organization exists, and is the foundation upon which a long-range strategic plan (the blueprint for carrying out the organization's "business") can be developed.

Monitoring - Overseeing the accomplishments of a funded project. See Audit (Program).

MUNIS - MUNIS is not an acronym. MUNIS is the name of the software product that is sold by a company named Tyler Technologies. The MUNIS software is designed specifically for use by municipalities such as counties, cities, and schools. MUNIS is an application used by FPS to manage the core financial functions of our district's grants. Web-based applications and a single database integrate all financial procurement information throughout a district, centralizing data and processes. Users only have to enter data once and it's available in all ERP applications, reducing redundancy, increasing efficiency, and improving data quality and integrity. MUNIS allows the district to pay staff, manage district funds, pay bills, account for revenue and expenses, and purchase goods and services. Some things that our district schools can do in MUNIS include:

- Creating requisitions (you can also watch the requisition as it progresses through the purchasing process).
- Looking up account information
- Looking up budget information
- Time Entry

New and Competing Proposals - First-time proposals or existing projects that need to re-compete for funding prior to the expiration of the initial award.

Needs Assessment - Documentation of why the grant is needed.

Performance Measure: A characteristic or metric that can be used to assess the performance aspects of a program or project (i.e., dollars expended, students enrolled, grade point average.)

Non-Compliance - Failure or refusal to comply, as with a law, regulation, or term of a contract, grant or agreement.

Notice of Grant Award (NOGA) - A legally binding document serving as notification to the recipient and others that a grant or cooperative agreement has been made. The notification contains or references all terms and conditions under which the project will be conducted.

Performance Report - A report of the specific activities the grant recipient has performed during the budget or project period.

Personnel Activity Reports (PAR) - The Personnel Activity Report (PAR) is a measure of the total effort for which an employee is compensated by a grant regardless of the number of hours actually worked.

Pipeline - Terminology used when grant applications score acceptably but not high enough to be awarded. If additional funds become available, or other projects do not take place, one of the applications in the "pipeline" may be funded.

Pre-Application - A summary statement of the intent of an applicant to request funds. The funding agency will make an assessment on the ability to compete with other grant applications and may even discourage those with little chance of success. See also Application.

Private Foundation - A tax-exempt, non-profit organization with a principle fund or endowment of its own. These foundations are set up to help social, educational, charitable, or religious actions that serve the common good of society.

Private Sector Grants and Funding - For-profit foundation and corporate grants that allocate money to strengthen education and community based interests.

Program Announcement - A document issued by a sponsor describing the existence of a funding opportunity and requesting grant applications. It may describe new or expanded interest in a particular program or be a reminder of continuing interest in a program.

Procurement - The action of obtaining or acquiring equipment, materials, or supplies.

Pro Forma - An anticipated, proposed or hypothetical set of numbers for a project, generally the budget.

Progress Report- A scheduled report (usually annually) required by the funder that summarizes the project to date.

Project - The planned program, the goals and objectives for which the grant funds are being requested.

Project Director or Principal Investigator (PI) - The person responsible for fulfilling the terms and conditions of the grant or contract. Sometimes, the terms "project director" and "principal investigator" are used interchangeably.

Project Period (PP) - The total amount of time for which a grantor promises to fund a grant and authorizes a grantee to conduct the project. Multi-year award funds are generally obligated for the first 12 months and planned for subsequent budget periods if certain conditions are met.

Proposal - A written application containing all necessary information describing project plans, project budget, staffing needs and capabilities, funds and supporting documents, submitted to a funding agency. The FPS GDO requires a Grant Development/Intent Form ((proposal) be completed before completing a grant application.

Project Period - The period established in the award document during which awarding agency sponsorship begins and ends.

Recipient - The receiver of the grant funds. See also Grantee.

Regulations - The contractual rules and regulations issued by the sponsor of research projects.

Request for Proposals (RFP) or Request for Application (RFA) - When grant money is available a solicitation is sent by the funder seeking applications from potential grantees.

Replicability - The likelihood that the proposed project can be replicated in other schools or districts or on a broader regional or national scope.

Research-Based - Scientifically Research-Based - Scientifically-Based Research - Projects based on technology, instructional strategies, or curriculum that are proven through carefully monitored experimental or quasi-experimental studies and demonstrated to have improved student achievement and/or teacher performance.

State Education Agency (SEA) - *The state board of education or other agency or office primarily responsible for the supervision of public elementary and secondary schools. Our SEA is Massachusetts Department of Elementary and Secondary Education (ESE).*

Seed Money - *A grant used to start a new project or organization. Seed money may cover salaries and other start-up expenses.*

Start and End Date - *The first and last days of any funded project.*

Statute of Limitations - *A type of federal or state law that restricts the time within which legal proceedings may be brought, serviced or completed.*

Stipends - *A fixed regular sum paid as a salary or allowance. The following stipends are for FPS (staff only):*

Paraprofessional's stipend will make their hourly rate

\$27.13 is the base rate

\$34.00 is the curriculum writing rate

Sub-Grantee - *The receiver of pass through grant funds from a grantee rather than from the grantor. The sub-grantee is required to follow all the policies and rules of the original grant plus any additional conditions added by the grantee.*

Sub-grants - *A grant awarded by federal agencies on the basis of a set formula. For example an amount per population, per capita income, or enrollment. The principal recipients are state governments.*

Submission Requirements - *Instructions for submission of proposals such as number of copies to be submitted, binding, mailing or delivery instructions, package labeling, and due date and time.*

Sustainability - *A plan for continuation beyond the grant period and/or the availability of other resources necessary to implement the grant.*

Target Population - *Individuals, students, schools, or other recipients who will be the focus and beneficiaries of services provided through a grant project.*

Task Order Agreement (TOA) - *A supplement to a basic contract that authorizes work and appropriates funds.*

Tax-exempt - *Organizations not subject to taxation such as federal, state or corporate taxes.*

Teaming Agreement - *When two or more parties make an agreement to participate in a research project or teaching activity.*

Technical Assistance - *Management or operational assistance given to non-profit organizations including budgeting, financial planning, grant assistance, programmatic or financial review, as well as program planning.*

Terms of Award - *The legal requirements of an agreement that may include both standard and special provisions considered necessary to protect the funder's interests.*

Time and Effort Reporting - *Federal Regulation requires recipients of federal funding to periodically confirm that direct salary charges to sponsored projects are reasonable and reflect actual work performed.*

Trustee - *A foundation board member occupying a position of trust who assists in making decisions about the way grant monies are spent.*

Turnkey - *A complete and ready-to-use project constructed by a developer then sold or given to a buyer.*

Unilateral Award - *Unilateral awards are most often given when unsolicited proposals receive favorable treatment and competitive proposals are not considered.*

Unrestricted Funds - *Funding that has no requirements or restrictions for use. Gifts are usually considered unrestricted funds while grants, contracts and cooperative agreements are considered restricted.*

Unsolicited Proposal Proposals - *A proposal that is not in response to a RFP, RFA or program announcement.*

Vision - *Vision is the preferred future, (e.g. every student will be college and career ready, our district will be the public school employer of choice in the state, etc.). A vision is an ambitious statement encompassing the direction the applicant wants to take and the desired end result once it gets there. Vision differs from mission in that a mission is more focused on the applicant's purpose and function.*

Waiver - *An intentional relinquishment of some right, interest, or the like.*

Zero-Based Budgeting - *A budgeting method where all expenditures must be justified in each new period, as oppose.*