

## **Glossary of Grant Writing Terms**

**LOI – Letter of Intent: A short summary of the proposed project/service and needed funds sent to a funder for preliminary review prior to submitting a full proposal.**

**RFP – Request for Proposal: An announcement from the funding source that money is available and the granting cycle is open.**

**Tax Exempt: A non-profit/charitable organization that qualifies for tax exempt status under section 501(c)(3) of the IRS tax code.**

**Fiduciary Agency: The agency or organization that receives the money and expends the grant funds.**

**Allowable Costs: Things that can be purchased/paid for with grant funds.**

**Non-Allowable Costs: Things that cannot be purchased/paid for with grant funds.**

**Narrative: The prose, or written explanation, of the project design and purpose of the grant request.**

**Budget Narrative: The prose that explains the budget's line items and categories and how it reflects the method and design of the project.**

**Funding Priorities: The focus areas that a funding source considers worthy of financial support.**

**Rolling Deadline: No specific closing date when applications are no longer accepted -- Applications/proposals are constantly being accepted and reviewed periodically.**

**Stakeholders: Those who may benefit from the success of a project.**

**Audit: Review of financial and compliance aspects of a project or agency.**

**Sustainability: Strategies to continue to address the need and/or population after the life of the grant.**

**Capital Expenses: Large purchases such as buildings, land, vehicles, or major equipment.**

**Operating Expenses: The cost of keeping an agency open, such as rent, utilities, and administrative oversight.**

**In-Kind Support: Contributions given to an agency/project that have value but are not monetary, such as donated office space, equipment, or staff time and expertise.**

**Supporting documentation: Attachments and appendices included in the grant proposal, such as letters of support from partners, IRS 501(c)(3) documentation, annual reports, brochures, and/or statistical charts.**