



# Grant Lingo and Words to Know

**Activities:** the tasks we do, the service we provide or the products we distribute to beneficiaries

**Attachments:** include basic organizational information, budgets, Board lists, audited financial statements, and anything else a funder may request

**Audited Financial Statements:** financial statements that have been reviewed and verified by a registered certified public accountant (CPA) to ensure they are free from material error. The audit process is conducted in accordance with Generally Accepted Accounting Principles (GAAP)

**Budget:** all costs associate with carrying out the project or program

**Case Statement:** a document that summarizes an organization's work and explains why people should support it.

**Cover Letter:** a document that introduces a proposal to a potential funding source, and is the first point of contact between the applicant and the funder

**Executive Summary:** a brief overview of a grant proposal that highlights the core points and sets the tone for the rest of the document

**Funding Priorities:** are a way to focus a grant competition on the areas of interest to the agency that is awarding the grant. Priorities can be absolute, meaning the applicant must address them to be considered for funding, or competitive.

**Grant Writing:** the practice of completing an application process for a financial grant provided by an institution such as a government department, corporation, foundation, or trust

**Grant Research:**

**Logic Model:** logic model is a visual tool that helps explain how a program will work and how its activities relate to the results it's expected to achieve.

**Narrative:** helps reviewers and funders understand who you are and how you will be successful at meeting the goals they set in the funding announcement. Your narrative helps convey your ability to complete the project or reach the outcomes.

**Outcomes:** qualitative indicators that are produced from project outputs, and are more intangible and harder to measure than outputs

**Outputs:** Outputs are the activities the applicant or those included in the proposal will undertake. They can include Programs or events, Studies or publications, and Materials.

**Programming:** programs are a major part of a nonprofit's structure and are designed to positively impact the community or cause that the organization serves. Programs provide resources that help clients achieve benefits such as enhanced learning, literacy, or self-reliance.





# Grant Lingo and Words to Know

**Research:** a strategic process that involves finding funding opportunities that align with an organization's mission and objectives. The goal is to identify the best-fit opportunities based on factors such as: The grant's eligibility requirements, The grant's size, The funder's area of focus, and The funder's past giving history

**Restricted Funding:** donations made to a nonprofit that are earmarked for a specific purpose, such as a program or event. The donor has the legal right to restrict the donation, and the funds can only be used for the purpose the donor specifies

**Reporting:** a document that nonprofits create after receiving a grant to explain how the funds were used and the impact they had on the project or organization. Grant reports are an essential part of grant management and are required by the grant provider to ensure that the funds were used appropriately and effectively

**Unrestricted Funding:** a type of donation that a nonprofit can use for any purpose that aligns with the organization's goals, as long as it meets the organization's governing document

**W-9:** the Form W-9 is the IRS form used as a "request for taxpayer identification number and certification

**990:** the IRS' primary tool for gathering information about tax-exempt organizations, educating organizations about tax law requirements and promoting compliance. Organizations also use the Form 990 to share information with the public about their programs. Additionally, most states rely on the Form 990 to perform charitable and other regulatory oversight and to satisfy state income tax filing requirements for organizations claiming exemption from state income tax

