**Glossary of Important Terms**

**501(c)(3) –** Tax status conferred on non-profit, charitable organizations. These organizations are tax-exempt from federal taxes and state sales taxes, as are donations made to these organizations. SDOC does not have 501(c)(3) status.

Abstract – A one-page description of your project including the purpose, the number of participants, the amount requested, and how the project is unique.

**Administrative Cost** – The formal percentage rate set by the government for costs of operation that is not readily identifiable with a particular program or activity (commonly referred to as indirect cost - overhead).

**Allowable Expenses** – Program funds must be used solely for activities that directly support the accomplishment of the program's purpose, priorities, and expected outcome during the program period. All expenditures must be consistent with the approved application.

**Amendment** – A formal request to make changes to an approved grant budget and/or grant project. Amendments must be approved prior to any changes (see Grant Forms Section on web site).

**Applicant –** Individual or organization requesting a grant through a proposal or application.

**Audit** – Detailed review of finances, programs, and administrative activities. Audits may result in fines and recommendations that require corrective action. SDOC grants may be audited by the SDOC Finance Office and external auditors, including government auditors conducting the Single Audit, or the granting agency.

**Authorizing Official** – The SDOC Superintendent, or designee, who holds ultimate fiscal and legal authority - is assuming responsibility for a grant program or project. This differs from the designated grant program manager who is responsible for the day-to-day administration of the grant.

**Benefits** – Benefits refer to employee benefits such as FICA, Medicare, health, dental, vision, and retirement programs. Grants that support employee wages usually support the employer contributions for employee benefits. The SDOC Budget Office maintains benefit costs for the purposes of budget development.

**Budget Plan** – The financial plan for carrying out a project.

**Carryover** – The process by which certain grant funds approved for expenditure are, in the end, the financial year, re-appropriated, and put into the next fiscal year. Carryover may also refer to funds that are unexpended and uncommitted, but this is less common as many grants do not allow funds to be carried over from one grant period to the next.

**Competitive grants –** Grant applications that are funded based on the merit of the proposal (see discretionary grant).

**Cooperative Agreement** – An award similar to a grant, but in which the sponsor's staff may be actively involved in proposal preparation, and anticipates having substantial involvement in research activities once the award has been made.

**Cost-sharing** - Funding an applicant is required to contribute towards project implementation (also known as matching funds). In some cases, in-kind contributions can be considered matching funds. Matching funds typically require careful documentation.

**Deliverables** – The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable.

**Direct cost** - Direct costs can be explicitly identified with particular cost objectives such as a grant, contract, project, function, or activity.

**Discretionary Grant definition –** Unlike a formula grant, a discretionary grant awards funds based on a competitive process. The review process gives the grantor discretion to determine which applications best address the program requirements and are, therefore, most worthy of funding.

**Education Department General Administrative Regulations (EDGAR)** – US Code of Federal Regulations sections specifically governing all US Department of Education grant awards.

**Entitlement grants** - Federal formula grants that are usually distributed through the states. Formulas are typically generated based on census data, population, numbers of students, etc. (also known as formula grants).

**Evidence** – The tangible proof, the available body facts or information.

**ESEA:** Elementary and Secondary Education Act, first signed in 1965 to expand the federal role in K-12 education.

**ESSA:** Every Student Succeeds Act, signed December 15, 2015, as the reauthorization of ESEA.

**Federal Insurance Contributions Act (FICA)** - A federal payroll tax. This act mandates that an employer withhold a set percentage of an employee’s salary each pay period and that the employer matches the employee’s amount and contributes that money towards Social Security and Medicare funds. These employer contributions are typically considered employee benefits and should be included as such on grant applications.

**Financial match** - Funding an applicant is required to contribute towards project implementation (also known as cost-sharing). In some cases, in-kind contributions can be considered matching funds. Matching funds typically require careful documentation.

**Flow-through grant** - A federal grant that passes through the state for distribution and administration to localities (also referred to as pass-through grant).

**Formula Grant** - Federal formula grants that are usually distributed through the states. Formulas are typically generated based on census data, population, numbers of students, etc. (also known as entitlement grants).

**Gift** - Something that is given without payment in return, typically unsolicited, usually with no binding legal contract.

**Grant** – An award from a funding source which provides financial or other resources in order to implement solutions to pressing needs. A transfer of resources from grantmaker to a recipient by legal procedure.

**Grant period** - The specific project period for which funds have been awarded. This period may or may not match the SDOC fiscal year.

**Grant Program Manager** - The individual responsible for the day-to-day administration of a grant. The person who implements the grant award, monitors progress toward stated objectives, and ensures compliance with regulations and policies.

**Grant Team** - The team responsible for programmatic and financial compliance of funded grant applications. Includes Special Programs Director, Grants Department, Grant Program Manager, SDOC finance staff, and identified SDOC program staff.

**Grantee** - The person or agency receiving grant funding. (Also, known as a grant recipient.)

**Grant-funded position** – Personnel positions funded by grants, which end when the grant funding ends.

**Grantor** – The person or agency providing grant funding.

**Grants Department** – The SDOC positions that support grant application development, as well as grant administration and compliance.

**Indirect cost** – The formal percentage rate set by the government for costs of operations that are not readily identifiable with a particular program or activity (also referred to as administrative

cost).

**In-kind contribution** – Either the amount of money the applicant will spend on the project, or the value of resources that will be donated to the project, such as the work performed

by volunteers.

**Lead applicant** - SDOC staff member identified to take the lead role in the development of the grant application package. Often times, this person is the proposed Grant Program Manager in the application.

**Letter of inquiry / Letter of intent** - A brief letter outlining an organization's activities and its request for funding that is sent to a prospective donor in order to determine whether it would be appropriate to submit a full grant proposal. Many grantmakers prefer to be contacted in this way before receiving a full proposal.

**Letter of Support** - A letter signed by an authorized official expressing support of another organization's grant application or project. Letters of support committing SDOC resources must be signed by the Superintendent or his/her designee.

**Matching funds** - The amount of money the applicant is required to contribute to the project implementation. In some cases, in-kind contributions can be considered matching funds. Matching funds typically require careful documentation.

**Memorandum of Understanding (MOU)** - A legal document outlining an agreement between parties concerning roles and responsibilities on specified project activities.

**Needs Assessment** – will include goals and methods on how to reduce the apparent gap and clearly show the apparent need. Define the problem or need, provide data to demonstrate the need, justify the importance, and state how the funding will solve the problem. (See template provided in Grants Application Guidelines booklet.

**Notice of Funding Announcement (NOFA)** - Grantor-issued document that announces and explains the types of projects that will be funded and the specific conditions under which this funding will take place (similar to a request for proposal).

**Official documents** - Authorized or authoritative documentation that must be retained to be compliant.

**Progress reports** - Reports to grantor demonstrating progress toward project objectives and prepared as required by the grantor. These are typically programmatic in nature and may or may not include expenditure and budget reports. Specific grant provisions are described in application packets and award documents. They assist in monitoring the implementation of program activities.

**Ratify** - To officially approve a contract, regulation, or other document.

**Reimbursement** - A financial process to receive compensation for eligible grant expenditures from grantor.

**Reporting period** - The period covered by the required programmatic or financial report.

**Request for Applications (RFA) –** Announcements that indicate the availability of funds for a special interest topic. Proposals submitted in response to RFAs generally result in the award of a grant. Specific grant announcements may be published in the Federal Register and/or specific sponsor publications.

**Request for Proposal (RFP)** - Grantor-issued document that announces and explains the types of projects that will be funded and the specific conditions under which this funding will take place.

**Retention Period** - The period that grants documentation must be maintained by the grantee before destroying.

**Roles and responsibilities** - The functions and obligations assumed by grant team members once the grant application is awarded.

**Scope of Work** – The major tasks that the grantee is required to perform.

**Single Audit** - The Single Audit is performed annually and assures the US government as to the management and use of federal funds by recipients. The audit encompasses both financial and compliance components.

**Sub-award** - An award of financial assistance made under an award by a recipient to an eligible sub-recipient or by a sub-recipient to a lower-tier sub-recipient (also referred to as subgrants).

**Sub-grant** - An award of financial assistance made under an award by a recipient to an eligible sub-recipient or by a sub-recipient to a lower-tier sub-recipient (also referred to as sub-award).

**Supplanting** - Federal funds received by a grantee may only supplement the funds that would, in the absence of such Federal funds, be made available from non-federal sources for the education of pupils. To use federal funds to replace non-federal funds is generally regarded as supplanting.

**Sustainability** - The maintenance of a program or project upon the termination of grant funding.

**Tasks** – The specific activities to complete the Scope of Work.

**Technology** - For the purposes of grant applications, technology consists of network and computing resources, including software and hardware, as well as electronic equipment.

**Unallowable Expenses** – costs that may NOT be charged either directly or indirectly to the grant.