

## GLOSSARY

**Allowance:** a sum of money allotted or granted to an employee, associate, or participant for a particular purpose to cover expenses incurred on behalf of the employer or organizer. Such expenses might include reimbursement of costs related to a trip or other out-of-pocket costs incurred to support attendance at a workshop, conference, training or other short-term event or activity.

**Amendment:** An authorized modification to an approved grant agreement.

**Approved application:** The final version of the application that incorporates all of the approved pre-award revisions. It provides the framework for the project and is used by the grantee in the implementation of the grant.

**Budget:** Project director's financial plan or estimate that lists the categories of expenditures and USD/EUR/HUF amounts required to carry out a project's objectives.

**Budget category:** A portion of the budget designated for certain kinds of expenditures, i.e. personal payments, rental costs, supplies, documentation, overheads, etc.

**Budget period:** An interval of time by which the project period is divided for budgetary purposes.

**Carryover (carry forward):** The remaining available budget balance of a project that may be used to increase the budget of the next budget period. Carryovers are not automatic and are not always allowed by ACP.

**Catering:** Costs related to supplying and servicing food.

**Cash contributions:** The grantee's cash outlay for budgeted project activities, including the outlay of money contributed to the grantee by third parties.

**Communication:** includes phone, postage, internet, and costs related to all other means of communication.

**Conditional approval:** Conditional approval means that the evaluation process remains open and no funding is secured at this stage while the final amount of the grant is subject to further discussion. The project can be supported if certain components of the application are revised or additional documents are submitted by the indicated deadline.

**Contingency:** includes unexpected and unanticipated costs that might arise during the implementation of the project. The maximum amount allowed is 2% of the total requested budget.

**Copyright:** A bundle of property rights conferred by law upon the author of an original work, including the right to exclude others from copying or distributing the work without the author's permission. Works of authorship include literary pieces, musical compositions, dramatic selections, dances, photographs, drawings, paintings, sculpture, diagrams, advertisements, maps, motion pictures, radio and television programs, sound recordings, architectural design works, and computer software programs.

**Consultant:** A consultant is a person paid to work on an externally funded project, and is generally not an employee of the grantee organization. A consultant is an expert in the field participating in a short-term, limited, and specifically defined role to deliver services consistent with the goals and objectives of the grant or contract.

**Deficit (Cost Overrun):** Direct costs incurred and charged to a sponsored project in excess of the awarded amount.

**Domestic travel:** Travel within one's own country.

**Equipment:** An item of tangible personal property that meets all of the following criteria: (1) it retains its original shape, appearance and character with use; (2) it does not lose its identify through fabrication or incorporation into a different or more complex unit or substance; (3) it is non-expendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it; (4) under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year; and (5) the unit cost of the item is more than \$1,000.

**Evaluation:** A systematic assessment of the effectiveness of a project that involves making a judgment about progress and impact. An evaluation aims to find out if and how objectives are being met and are resulting in desired changes.

**Fees:** Costs generally incurred through contractual agreements with individuals for specialized services such as performances, lectures, training, and evaluation.

**Financial documents:** Receipts, invoices, payrolls, contracts and all other types of official documents attesting to an expenditure that is accountable within the frame of the project budget.

**Foundation:** An organization, usually privately owned, that is established to disburse funds for philanthropic purposes.

**Grant:** A grant represents a mutual joining of interests on the part of the grantor and grantee institution in the pursuit of common objectives. In this relationship, the grantee institution shares with the grantor the obligation to act in the public interest in achieving a common purpose. This is a relationship of trust which imposes upon the grantee institution the responsibility to ensure that grant funds are utilized for the purpose for which they were awarded, and to exercise the same probity and prudence in their expenditure that is extended to the use of the grantee institution's own funds.

**Grant Agreement/Contract:** A standardized legally binding agreement, inclusive of an approved application with program and budget components and supporting terms and conditions, used to award discretionary funds.

**Grant Closeout:** The final stage in the lifecycle of a discretionary grant or cooperative agreement. During this phase, the funding agency ensures that all applicable administrative actions and required work of the grant agreement have been completed by the grantee. The funding institution also reconciles and makes any final fiscal adjustments to a grantee's account.

**Grant Period:** The timeframe (start date to end date) during which funds provided by the grantor may be spent.

**Grantee (recipient):** The non-profit organization or individual that submitted the grant application and was awarded the grant. The grantee is legally accountable to the grant-giving institution for the use of grant funds and is bound by the provisions, terms and conditions of the grant.

**Grantor:** Funding agency or source that has agreed to provide financial support in the form of a grant.

**Guidelines:** The document that outlines program goals to be addressed in a proposal and that provides specific instructions on what content to include in a proposal, the format it should take, and the funding criteria.

**Interim/Progress Report:** Periodic, scheduled reports required by the grantor summarizing project progress to date.

**Interim grant payment:** A partial payment of the grant that can be claimed when project expenses are actually incurred by the grantee and that is subject to specific expense reporting requirements.

**International Travel:** Travel outside one's native country.

**In-Kind Contributions:** The value of non-cash contributions provided by the grantee and/or sub-grantee(s) under a grant. In-kind contributions may be in the form of charges for real property and non-expendable personal property, and the value of goods and services directly benefiting and specifically identifiable to the grant. The following are some items that can be included as in-kind: Employee time and fringe benefits (percentage or hourly); use of grantee equipment; use of materials, including software licenses and books; supplies; volunteer time at fair market value of donated time; facilities use.

**Letter of Inquiry (LOI):** 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.

**Letter of Support:** A letter from a collaborator or other interested party that states their support of the project.

**Rental of Equipment:** Property provided by an outside party for use by an institution for a sponsored project or research-related activities. Title to the property remains with the lender.

**Rental of venue:** Space provided by an outside party for use by an institution for a sponsored project or research-related activities. Title to the property remains with the lender.

**Rental of services:** Service provided by an outside party for use by an institution for a sponsored project or research-related activities.

**Marketing:** The process of researching, promoting, selling, and distributing products or services to potential customers, audiences, or beneficiaries.

**Matching Funds:** A grant that is made to match funds provided by another grant-giving organization.

**Materials:** Reference materials, training materials, and any other objects or raw materials needed to carry out the project.

**Memorandum of Agreement (Memorandum of Understanding (MOU)):** A written agreement between two or more parties that delineates the tasks, jurisdiction, standard operating procedures, or other matters which the parties are duly authorized and directed to conduct.

**Monitoring:** The systematic, regular collection and occasional analysis of information regarding the implementation of a project to identify and possibly measure changes over a period of time.

**Multi-Year Grant Programs:** A grant program designed to extend for more than 12 months in duration. Multiple successive grant periods are cumulatively referred to as the project period.

**Narrative Report on project results:** Describes the project goals pursued and the actions implemented, project timelines and results achieved (in terms of actual “measurable” impact) as well as estimated time to completion (for projects underway). The report also specifies:

- The connection between the project plan actions and expenses;
- Reasons for changes over the original plan, if any;

The length of a narrative report is a function of the scale of the project. Any documents prepared for the Foundation’s thorough evaluation of project results that are written in a language other than English or Russian should be accompanied by a translation into one of these two languages.

**Networking costs:** a charge or payment paid for association with a society, network, club, association, for attendance at a conference, seminar, training, etc., or a payment paid for consecutive issues of a magazine, newspaper, book, etc., over a specified period of time.

**Notification of Grant Award:** Written notification sent to applicant agencies that have been approved to receive a grant award.

**Office maintenance:** Includes charges for heat, electricity, air conditioning or other utilities necessary for the operation of an office.

**Overhead:** All on-going non-labour administrative expenses required to carry out an activity. The term overhead is usually used to group expenses that are necessary to the continued functioning of the project but that cannot be immediately associated with the products/services to be offered by the project (e.g. costs related to office maintenance, utilities, stationery, communications costs, etc.).

**Outcomes:** The changes in (or benefits achieved by) clients due to their participation in program activities. This may include changes to participants' knowledge, skills, values, behaviour, condition, or status.

**Participant:** Program participants are the recipients of a specific service or training provided at a workshop, conference, seminar, and symposium or other short-term instructional or information-sharing activity funded by an external grant or award, or the training beneficiaries of the project or program funded by an external grant or award.

**Program:** An organized set of services designed to achieve specific outcomes for a specified population that will continue beyond the grant period.

**Program Income:** The gross income earned by the grantee that is generated directly by a grant-supported activity or earned as a result of the grant. It includes, but is not limited to: income from fees for services performed, the use or rental of real or personal property acquired under the grant, the sale of commodities or items developed or fabricated under the grant.

**Project:** A planned undertaking or organized set of activities and/or services designed to achieve specific outcomes that begins and ends within the grant period (a successful project may become an ongoing program).

**Project Grant:** The approval and funding of a project as detailed in the official award document, including specification of the amount of funding, the project period, and any special requirements or restrictions.

**Project expenditures:** All allowable costs incurred by the grantee and sub-grantee(s), where applicable, and the value of the in-kind contributions made by the grantee and/or sub-grantee(s) in accomplishing the objectives of the grant during the grant period.

**Project Plan:** The project plan sets out key project information, e.g. timelines, milestones, financial aspects (planned expenses, cost coverage, partnerships, actions).

**Proposal/Application:** A written statement/document establishing project objectives, need, methodology, qualifications of key project personnel, and budget plan for the proposed project.

**Props:** Any small object that is needed to carry out a performance.

**Publicity:** Information that concerns a person, group, event, or product and that is disseminated through various media to attract public notice.

**Re-budgeting (Budget Adjustment):** The process by which funds available for spending are reallocated between budget categories to allow best use of funds to accomplish project goals. ACP grantees are required to obtain prior approval for re-budgeting.

**Recording:** a mediated, reproducible representation of visual and/or audio source materials. .

**Renewal:** A competitively reviewed proposal requesting additional funds extending the scope of work beyond the current project period.

**Resubmission:** A request for funding from a grant-giving organization for a proposal that has previously been rejected by the same funding organization. Occasionally, the grant-giving organization will request that an applicant make certain changes to a proposal and resubmit it. If a proposal has been substantially revised, or if the changes have not been made at the request of the funding organization, the proposal would be rejected or considered as a new application.

**Revised Budget:** A revised budget is a revision of the budget for a previously submitted proposal, and is submitted to a funding organization only at the request of the funding organization. The funding organization will usually suggest the areas and categories in which a budget should be revised.

**Royalty:** A share paid to a writer or composer out of the proceeds resulting from the sale or performance of his or her work (e.g. a book, performance, musical composition, or theatrical work). The amount is usually a percentage of revenues obtained through its use.

**Salaries for Staff:** Wages for project personnel at their annual salary multiplied by their percentage of involvement in the project, or at their hourly/daily rate multiplied by the number of hours/days dedicated to the project.

**Scope of Work:** The goals, objectives, activities, and timelines of the approved grant application.

**Funded Project:** A project supported by an external funding source under a mutually binding agreement that restricts the use of funds to the approved project and stipulates other conditions with which the grantee must comply.

**Stationary:** Office supplies (e.g. paper, envelopes, pens, ink, rulers, etc.) used for writing, typing, or printing.

**Supplies:** Expendable items that will be consumed, worn out, or will otherwise deteriorate in less than two years.

**Suspension:** An action by the grant-giving organization that temporarily suspends assistance under the grant pending corrective action by the grantee, or pending a decision by the grant-giving organization to terminate the grant.

**Taxes/Charges:** a compulsory financial contribution imposed by a government to raise revenue that is levied on the income or property of persons or organizations, on the production costs or sales prices of goods and services, etc.

**Termination:** The cancellation of sponsorship of a grant, in whole or in part, by the grant-giving organization under the terms of a grant agreement at any time prior to the date of completion.

**Travel:** All expenses related to mobility, for example, lodging, meals, mileage, airline/bus/train/boat tickets, taxi, shuttle, and rental cars.

**Unsolicited Proposals:** A proposal submitted to a funding organization that is not in response to a Request for Proposals, Request for Applications or Program Announcement.