
Graduate Certificate in Grant Proposal Writing

Introduction to Grant Proposal Writing

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Grant proposal writing is a crucial skill for individuals and organizations seeking funding for projects and initiatives. This glossary provides a comprehensive list of terms commonly used in the field of grant proposal writing to help you navigate and understand the process more effectively.

Acronym

An acronym is a word formed from the initial letters of a phrase or a series of words, with each letter representing one word. For example, the acronym "NASA" stands for the National Aeronautics and Space Administration.

Related terms: Abbreviation

Applicant

An applicant is an individual or organization that submits a grant proposal to a funding agency or organization in order to request financial support for a project or program.

Related terms: Grantee, Funding agency

Budget

The budget section of a grant proposal outlines the anticipated costs associated with implementing a project or program. It includes expenses such as personnel salaries, supplies, equipment, and other resources needed to carry out the proposed activities.

Example: The budget for our community health initiative includes funds for hiring a project coordinator, purchasing medical supplies, and conducting outreach events.

Collaboration

Collaboration refers to the act of working together with other individuals, organizations, or groups to achieve a common goal. In grant proposal writing, collaborations can enhance the quality and impact of a project by leveraging the expertise and resources of multiple partners.

Example: Our organization is collaborating with local schools and healthcare providers to improve access to mental health services for students.

Evaluation

Evaluation is the process of assessing the effectiveness and impact of a project or program. In grant proposal writing, it is important to include an evaluation plan that outlines how the success of the project will be measured and documented.

Example: Our evaluation team will collect data on participant satisfaction, knowledge gained, and behavior changes to assess the impact of our nutrition education program.

Funder

A funder is an individual, organization, or government agency that provides financial support for projects and programs through grants. Funders may have specific priorities, guidelines, and requirements for grant proposals that applicants must adhere to.

Related terms: Funding agency, Grantmaker

Grant

A grant is a financial award given to an individual or organization to support a project or program. Grants do not have to be repaid, unlike loans, and are typically awarded based on the merit of the proposed activities.

Example: Our organization received a grant from the local foundation to expand our after-school tutoring program for at-risk youth.

Letter of Inquiry (LOI)

A Letter of Inquiry (LOI) is a brief document submitted to a funder to express interest in applying for a grant. The LOI provides an overview of the project or program and requests permission to submit a full grant proposal.

Example: Before submitting a full grant proposal, our organization will send a Letter of Inquiry to the foundation outlining our project goals and funding needs.

Needs Assessment

A needs assessment is a systematic process used to identify gaps, challenges, and opportunities within a community or organization. In grant proposal writing, a needs assessment helps to justify the importance and relevance of the proposed project.

Example: Our needs assessment revealed a lack of affordable housing options for low-income families in our community, prompting us to develop a housing assistance program.

Objectives

Objectives are specific, measurable goals that a project or program aims to achieve within a defined timeframe. In grant proposal writing, clear objectives help to clarify the purpose and expected outcomes of the proposed activities.

Example: The objectives of our youth leadership program include increasing participants' self-confidence, improving communication skills, and fostering community engagement.

Partnership

A partnership is a formal or informal relationship between two or more individuals, organizations, or groups who collaborate to achieve a common goal. Partnerships can provide additional resources, expertise, and support for grant-funded projects.

Example: Our organization has formed a partnership with a local environmental nonprofit to implement a recycling education program in schools.

Request for Proposals (RFP)

A Request for Proposals (RFP) is a document issued by a funding agency or organization that outlines the specific requirements, guidelines, and deadlines for submitting grant proposals. Applicants must adhere to the RFP instructions to be considered for funding.

Example: The foundation released an RFP for projects addressing food insecurity in underserved communities, inviting organizations to submit proposals for funding consideration.

Stakeholder

A stakeholder is an individual, organization, or group that has a vested interest in the outcomes of a project or program. In grant proposal writing, it is important to identify and engage stakeholders to ensure their input and support throughout the funding process.

Example: Our stakeholders include community members, local businesses, and government agencies who will benefit from the expansion of our job training program.

Timeline

A timeline is a visual representation of the sequence of activities, milestones, and deadlines associated with a project or program. In grant proposal writing, a timeline helps to demonstrate the feasibility and implementation plan of the proposed activities.

Example: Our timeline for the construction of a community garden includes site preparation, planting, and

harvest, with completion expected within six months.

Unsolicited Proposal

An unsolicited proposal is a grant application submitted to a funder without a specific request or invitation. Unsolicited proposals are often more challenging to fund than solicited proposals, as they may not align with the funder's priorities or guidelines.

Example: Our organization submitted an unsolicited proposal to a corporate foundation outlining a new youth mentoring program, hoping to secure funding for the initiative.

Verification

Verification is the process of confirming the accuracy and validity of information provided in a grant proposal. Funders may request verification of financial statements, project data, or other details to ensure transparency and accountability.

Example: The funder requested verification of our organization's nonprofit status and financial statements before awarding a grant for our community health project.

Work Plan

A work plan is a detailed outline of the tasks, responsibilities, and timelines associated with implementing a project or program. In grant proposal writing, a work plan helps to organize and schedule activities to achieve project objectives.

Example: Our work plan for the youth summer camp includes recruiting staff, securing supplies, and coordinating daily activities to ensure a successful program.

By familiarizing yourself with these key terms and concepts in grant proposal writing, you will be better prepared to navigate the funding process and develop competitive grant proposals for your projects and programs.