

# Glossary of Terms for Grantseekers

<b>Term</b>	<b>Definition</b>
<b>Aboriginal Peoples</b>	As used by the Canada Council for the Arts, a collective term that includes First Nations (both Status and Non-Status), Inuit and Métis people. The term “First Peoples” is sometimes used with the same meaning.
<b>Access</b>	Access implies that all members of society - regardless of their race, gender, ethnicity, language, sexual orientation, physical ability or region - have the opportunity and means to participate actively in the organizations established for their benefit as clients, staff members, members of advisory and assessment committees and board members.
<b>Addendum</b>	Extra pages that you include with you grant, such as letters of support. These must be labeled (ex. Addendum II) and referenced within the narrative of the grant.
<b>Advisor</b>	An outside expert who, on request, advises staff or serves on advisory committees.
<b>Advisory committee</b>	Committee whose members are chosen on a disciplinary basis or are drawn from the different forms to advise on needs, on policies and programs. Advisory committees do not make decisions or recommendations regarding grant requests. See peer assessment committee.
<b>Applicant</b>	An individual or organization that has submitted to the Canada Council an application for a grant or prize.
<b>Authorized Signature</b>	The signature of the person who is legally responsible for your organization.
<b>Budget</b>	The financial plan for your grant, itemized to show breakdown of both income and expenses. Graphical representation can be helpful in presenting this information clearly.
<b>Committee</b>	A group of individuals working together on an assigned task or mission.
<b>Component</b>	Certain grant programs are divided into two or more components, which have their own objectives, criteria, grant values, deadline dates and application submission requirements.
<b>Confidential</b>	Describes information that should be disclosed only to authorized individuals or on a “need to know” basis, as determined by the Access to Information Act.
<b>Conflict of Interest</b>	A conflict between an individual’s personal interest and his or her public duty. A conflict may exist whether or not a monetary advantage has or may be conferred, and includes both actual and perceived conflicts.
<b>Coordinator</b>	Person responsible for the administrative tasks involved in the running of an organization, project, event or production.
<b>Cost Sharing</b>	A method of “ matching money” in which the grantee agrees to invest a certain sum, or percentage of “ in kind” dollars, into the project.
<b>Cultural diversity</b>	The presence and participation of many different cultural communities and ideas within the general culture of a society, and the explicit recognition that all cultural communities’ contribution and participation have the potential of equal value and benefit to the society at large.
<b>Direct Costs</b>	The total dollar amount necessary to fund your project. Includes, cash money only, not indirect costs.



<b>Endowment</b>	A contribution of a lump sum of money whose annual net returns will be used to support a specific program, mandate, award or prize.
<b>Equity</b>	Recognition of the need for special measures to ensure fairness. Equity is accomplished by practices that correct and prevent disadvantages for designated groups through special measures, reasonable accommodation of differences and programs to remove barriers.
<b>First People</b>	See Aboriginal Peoples.
<b>Fiscal year</b>	A 12-month period during which the financial business of an organization is carried out.
<b>Grant</b>	Any financial support that has been applied for and recommended by a peer assessment committee, Board, Director or Program Officer, where the terms and conditions of the funding have been accepted by the applicant.
<b>Indirect Costs</b>	The overhead an organization would have to pay in order to support a grant (electricity, rent for space, parking, etc.)
<b>In-Kind</b>	Refers to the contribution of services or items that an organization donates instead of a monetary sum, in order to help fund the project (ex. Contributing a staff member's time)
<b>Jury</b>	<i>See peer assessment committee.</i>
<b>Letter of Intent</b>	A letter that the grantseeker sends before writing or submitting a grant proposal to a grantmaker in order to ensure the proposal will fit within the foundation's or organization funding guidelines or mission.
<b>Letter of Support</b>	A simple letter attached as an addendum to your proposal. This letter should be from an "expert" or supporter of your project who tells why he/she believes that your project should be funded.
<b>Mandate</b>	Any authorization to act or carry out a function.
<b>Matching Funds</b>	Refers to the dollar amount that the grantee or other outside party agrees to contribute to the project.
<b>Narrative</b>	The written description of your grant proposal. The story of who, what, where, when, why and how. Every grant has at least 2 parts; a narrative and a budget. Often the grant guidelines will specify that your narrative may not exceed a certain page length. Always adhere to these instructions.
<b>Needs Statement</b>	The part of the grant in which you explain, using both qualitative and quantitative data, why your project should be funded. Remember to outline your problems and give data to verify the problem areas. (also called "Justification")
<b>Non-profit organization</b>	An organization whose primary objective is to support some issue or matter of private interest or public concern for non-commercial purposes.
<b>Objective</b>	Specific, measurable aims of a project.
<b>Outcomes</b>	Expected results of project, which can be used to measure its success. How will the world be different as a result of this work.
<b>Partnership</b>	A clearly defined relationship or set of relationships of an artistic/creative, financial, or administrative nature. Partnerships involve shared responsibilities and often shared risk, and can be of any duration of time suited to the interests of the undertaking and the partners.



<b>Peer assessment committee</b>	Groups convened by an organization to assess applications for funding. Committee members are selected for their expertise. Members are also selected to provide balanced representation of specialization, gender, age, regional and cultural diversity. Committees are generally constituted to assess applications and to make funding recommendations for a single program competition.
<b>Priority funding</b>	Subjects or other areas that will be given higher ranking in funding competitions.
<b>Privacy Act</b>	An Act that extends the present laws of Canada to protect the privacy of individuals with respect to personal information about themselves held by a government institution. The Act also provides individuals with a right of access to that information.
<b>Professional development</b>	May include study, travel, research, attendance at workshops or training courses, sabbaticals, internships or apprenticeships, residencies or working with a mentor.
<b>Program</b>	Programs have defined objectives, eligibility and assessment criteria, award values, application deadline dates and application submission requirements.
<b>Programming</b>	The planning, scheduling or performing of a program of activities or events
<b>Proposal</b>	A report outlining all aspects of a project or initiative written to request support or endorsement for submission to a funding agency. It is usually accompanied by a project budget.
<b>Records</b>	Information contained in forms such as grant application files, corporate policy files, letters, memos, reports, photographs, and databases.
<b>RFP – Request for Proposal</b>	A notice from an agency or foundation to solicit proposals for new grant opportunities. RFP's usually list program description, deadlines and eligibility requirements. Grantseekers should send a letter of intent and request an application packet.
<b>Sub-contract</b>	A legal agreement to transfer part of a grant or contract from the awarded institution to another organization. Terms and conditions of the original contract/grant also apply to the sub-contract.
<b>Summary</b>	Portion of the proposal in which you briefly describe “who, what, where, when, why, and how” of the project. Summarize the ideas presented in the proposal what the proposal is about. (also called “Cover Summary” & “Executive Summary”)
<b>Three Column Budget</b>	Kind of budget in which you show three sources for funding: the grantmaker (agency or foundation), outside funding (matching funds from a supporter), and your own in-kind support.
<b>Young audience development</b>	Activities and initiatives undertaken to identify, expand, and educate the audiences of the future (children, adolescents and young adults).



# Grant Types

Grant	Definition
<b>Block Grant</b>	A grant that the Provincial or Federal Government allocates to fund a specific need (ex. The federal government will allocate \$2 million in a block grant to schools that provide after-school care for children.) The block is then divided according to a determined formula.
<b>Challenge Grant</b>	Funder sets fundraising goal for grantseekers to reach.
<b>Capital Grant</b>	Funding for endowment purposes, construction or equipment.
<b>General Operating Support</b>	Funding for the general purpose or work of an organization, including personnel, administration, and other expenses for an existing program.
<b>Matching Grant</b>	Funder agrees to match amount that grantseeker raises in fundraising.
<b>Project/Program Grant</b>	Funding for specific initiative or new endeavor, not general purpose.
<b>Seed Grant</b>	Funding designed to help start a new project or charitable activity, or to help a new organization in its start-up phase.
<b>Technology Grant</b>	Funder donates technological equipment (computers, phone system, etc.).

## Organizational Tips

- Notebooks**
- Color code notebooks, file folders, etc. for each project/program.
  - Use 3-ring binder and ruled paper for notes pertaining to the project/program.
  - Write the project/program title on the front cover and along the binder edge with permanent marker.
- Devise a workable file system**
- Set up a file for each project/program.
  - After a project/program, remove notes and materials from notebook and store them in a folder for future to use with follow-ups or next year's proposal (grant application).
  - Keep receipts in appropriate place with project/program. \*\*\* If administration requires the receipts, it is important to photocopy and file for your records.\*\*\*
- Date and title all materials**
- Date project/program meeting notes
  - Title each project/program.
- Number all pages of project/program documentation.**
- Keep supplies and materials in the same place for ease of use.**
- Label desk drawers with contents or file folders.
  - Use shelf over desk or work area for texts and related reading material.
- Create a “to-do” list – long-term and short-term tasks.**
- Always check your “to-do” list each day and cross off completed items.**

