



**MISSION**  
PROJECT SERVICE

# GRANT WRITING GLOSSARY

GLOSSARY OF GRANT-WRITING TERMS FOR CATHOLIC  
MISSIONARIES AND OTHER NON-PROFIT FUND SEEKERS



# GRANT WRITING TERMS

**Abstract:** Refers to a summary of the project and its components (description, purpose, impact, cost, timeline, budget) but requiring less detail than a full application. Some foundations ask for an abstract to be submitted before an application is granted.

**Agency:** An organization established to promote programs and projects of development in specific regions of the world.

**Aid:** Help given to a requesting group. It may be money, personnel, training livestock, books, medical supplies, or equipment.

**Application request:** Usually this document requires even less detail than an abstract but provides the funder enough information to determine if the project meets its basic criteria and average grant size. Requests are submitted via online or hardcopy, as determined by the funder.

**Budget:** A systematic and detailed presentation of the costs and revenues of a project.

**Capital Expenses:** an extraordinary expense over and above day-to-day expenses. A capital expense is an “investment” in a tangible fixed asset with a “life-expectancy” of three to 30 years. Examples would include equipment, a vehicle, or building.

**Capacity-building:** The process of contributing resources (i.e., expertise, labor or money) that are specifically directed toward projects that increase the ability of the local community or congregation to provide for itself and increase its impact in the future.

**Cybersecurity** (also known as computer security or IT security): The collection of technology, protocols and practices designed to protect computers, networks, programs and data from remote attacks, unauthorized and unwanted access, change, compromise and destruction.

**Demographic Information:** Data, such as statistics on the age of a population, percentage of men vs. women, average income, etc.

# GRANT WRITING TERMS

**Developing Nations:** Used to refer to countries that have a lower per-capita income, simple technologies, and dependence on subsistence agriculture. Often referred to as “developing countries” or “the Global South”, and formerly referred to as the “third world”.

**Fiscal Year:** A 12-month period that an organization, company or government uses for accounting and budgeting purposes, preparing financial statements, and conducting the annual audit. The fiscal year may or may not be the same as a calendar year. For example, a company’s fiscal year may run from January 1 thru December 31, July 1 thru June 30, or September 1 thru August 31.

**Formation:** The formal process of training a religious sister, priest or brother, including times of spiritual development. Formation also includes the study of philosophy and theology prior to final vows or ordination.

**Foundation:** An agency established to bestow grants according to its guidelines.

**Gifts-in-Kind:** Donations of non-cash materials, equipment, livestock, books, etc.

**Goal:** The broad long-term aim of an organization.

**Grant:** A monetary or material gift provided by a funder upon successful review and approval of an application or proposal.

**Impact:** See Project impact

**Loan:** A sum of money lent for a set time and at a known interest rate.

**Local Contribution:** These are resources put into a project by the missionaries, the local population, or the beneficiaries Income or revenue OR in-kind support such as labor or professional services (accounting, clerical, management) provided by individuals, parishes, congregations or dioceses associated with the project being applied for. A “local contribution” makes the application stronger by showing that the beneficiaries of the project are also trying to contribute. For example, donated land, volunteer work.

**Matching Grant:** A grant given to a requesting organization in a set ratio to funds or goods received from other sources.

**Members:** Various agencies whose members have similar aims and are coordinated by an umbrella organization.

**Means or Methods:** Activities designed to accomplish an objective. NGO: An officially recognized non-governmental organization.

**Millennium/UN Goal:** Also known as the Sustainable Development Goals, they are a set of 17 goals established by the United Nations for achievement around the world by the year 2030.

# GRANT WRITING TERMS

**Report:** A systematic account of the implementation of a proposal; it usually includes a narrative account and a financial account of the resources received and spent.

**Seed Money or Start-Up Money:** Money to begin preliminary or early phases of a program or project.

**Social Media:** The contemporary, prevailing and growing collection of on-line communication channels, websites, and digital applications that enable users to create and share content or to participate in social networking. Where possible, showing the use of social media to enhance the impact of a project or program is recommended.

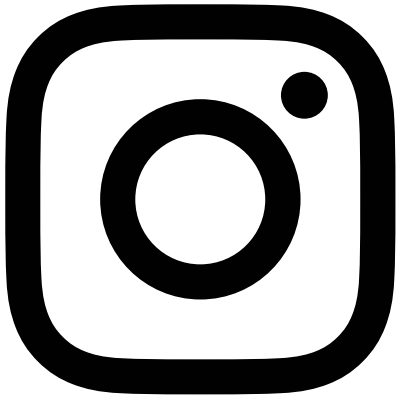
**Statistics:** Numerical representations of a situation. Data and statistics should come from reliable sources such as the United Nations or government sources. If no statistics are available, explain the numbers used or conduct your own survey in a valid and reliable way.

**Sustainability:** The ongoing process of meeting human development goals by building the capacity to endure and maintain resiliency, productivity, and success over time. Also, an approach taken to development projects which establishes plans and strategies, before the project is initiated, to guarantee that it will continue to operate with some level of financial independence. Both the local community and the congregation are important factors in guaranteeing sustainability

**Technical Assistance:** Specialized help in planning, implementing or reporting on projects, allowing the beneficiaries to do better work and to learn.

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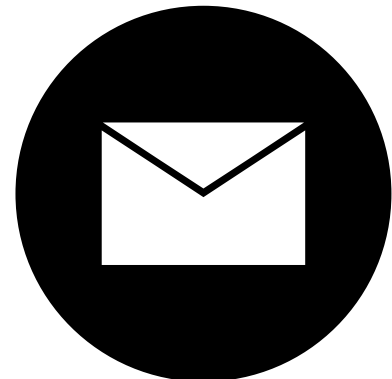
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