



## USEFUL GRANT WRITING DEFINITIONS

**REQUEST FOR PROPOSAL (RFP), REQUEST FOR APPLICATION (RFA), SOLICITATION, GRANT GUIDELINES:** The detailed instructions and requirements for the grant proposal. Can be upwards of 100 pages. Released by the funding agency or foundation.

**PRINCIPAL INVESTIGATOR, PROGRAM/ PROJECT DIRECTOR OR MANAGER:**  
The grant leader. Sometimes this person is involved in the writing of the grant, sometimes this person is hired after the grant is awarded.

**LEVERAGE, MATCH, COST-SHARE:** Monetary or in kind commitment that must be supplied by the institution requesting grant funds (aka you!). This is often a percentage of the amount of grant funding requested.

**INSTITUTIONAL COMMITMENT:** Does your institution support your project? Is the institution willing to provide office space or supplies? What departments are available that will support your grant? Grants, Accounting, Facilities.

**SUSTAINABILITY/LEGACY:** What will happen after the grant funding ends? Will the program drop off the face of the earth? Or are there built in components of the grant that can continue without funding? Shows bigger bang for the funder's buck.

**LOGIC MODEL:** visual representation of a theory of action or program logic guiding the design and implementation of a program or policy.

**GOAL:** overarching, long-term statement of achievement.

**OBJECTIVES:** specific means of measuring and accomplishing goals.

**OUTPUTS:** physical results of your work.

**OUTCOMES:** a record of the changes that occur as a result of work.

**ACTIVITIES:** a detailed list of what you will do to achieve the above.