

Appendix A Grant Terminology Glossary

Allowable Expense – an expense that is allowable per the terms of the RFP and aligns with goals and mission of the grant. It is ultimately up to the discretion of CMSP staff to determine what expenses are allowable or unallowable. Also see the Allowable vs. Unallowable Informational Resource.

Unallowable Expense – an expense that is unallowable per the terms of the RFP and does not align with the goals and mission of the grant. It is ultimately up to the discretion of CMSP staff to determine what expenses are allowable or unallowable. Also see the Allowable vs. Unallowable Informational Resource.

Indirect Cost (Overhead/Administrative Cost) – a cost that is not directly attributed to a single project cost but encompass multiple other costs that accrue while completing the project. This may include items such as rent and utilities, accounting and other program administration costs, legal expenses, Internet costs, and office supplies.

Direct Cost (Direct Service Cost) – a direct service expense that contributes to the success of a project. This may include direct expenses attributable to the project of a program manager’s salary and fringe benefits, those of other direct service providers, subcontracted service providers, and travel, training or equipment costs directly related to the provision of services.

Equipment – a *single* item that costs \$5,000 or greater at the time of purchase.

Fringe Benefits – an Allowable Expense meant to cover the cost of an employee’s benefits package. This may include worker’s compensation, vacation, sick time, etc.

Matching/In-Kind Funds – a portion of the project or program costs not covered by funds to be awarded by the CMSP Governing Board, and therefore covered or contributed by another funding source.

Key Personnel – any project staff that will be paid out of the potential grant funding and/or will be directly contributing to the success of the project.

Key Partner – any organization whose contributions to the project are necessary for successful project implementation. Key partner contributions may include collaboration, shared resources or shared talents.

Sub-Contractor/Sub-Awardee – a contract administered by the Prime/Lead applicant to provide funding to another organization or independent contractor/consultant.

Prime/Lead Applicant – the applicant who will act as the primary contact for all CMSP communication and is responsible for completing all necessary grant administrative duties.

Grant Agreement – an agreement with the CMSP Governing Board setting forth the terms of the award and the obligations of the grantee. Awarded applicants are required to execute a Grant Agreement to receive grant funding.

Project Period – the term of the Grant Agreement (i.e., commencing the effective date of the Grant Agreement and ending the expiration or termination date of the Grant Agreement).

Authorizing Official – the applicant’s authorized representative that has been duly authorized by the applicant to execute the Grant Agreement on behalf of the applicant. This is typically the Chief Executive Officer or Agency Director.

Budget Revision – a formal change in the originally submitted budget spend-down plan. Any budget revision over 5% of the total costs must be approved by CMSP staff in writing prior to implementation.

Budget Roll-over – the carry-over of unobligated funds from one budget period to the subsequent budget period.

Letter of Intent (LOI) – a letter submitted to CMSP prior to a grant due date stating the applicant intends to apply.

Letter of Support/Commitment – a letter included in the grant application from an organization or county, other than the lead applicant, expressing support or commitment to the project. Also see Letter of Support Template.

Memorandum of Understanding (MOU) – a document describing an agreement that two or more parties have reached.

No-Cost Extension – Any extensions must be approved in writing by the Governing Board, including No-Cost Extensions.