1. **Annual Report:** Annual reports are often used by organizations to tell the full story of their work over 12 months including successes and an overview of their finances. Annual reports vary in format from simple printed documents listing the year's grants to detailed publications that provide substantial information about the organization.
2. **Board of Directors-** also known as a Board of Trustees, the governing body of an organization or company. This body usually makes big-picture and strategic decisions on behalf of the organization and is in charge of overseeing finances, including approving a budget for the organization. Most nonprofits do not pay their board members.
3. **Budget-** An estimate of the expenditures expected to be incurred in the performance of a proposed statement of work or the financial plan or cost assessment for a grant proposal or contract. The budget represents all costs associated with the implementation of a grant project or contracted agreement
4. **BvA- Budgeted versus Actuals-** what an organization budgets to spend versus what it actually spent. A small financial report that includes BvA is usually required by grantors as part of the final report aka grant report.
5. **Concept Note-** a summary of a proposal containing a brief description of the idea of the project and the objectives to be pursued. In some financing programs, funding agencies require a concept note before the submission of a full proposal, in order to decide whether the proposed project is in line with the priorities of the program and to eliminate proposals that are not likely to be funded. Concept notes are also submitted to donors without a formal call for proposals, who prefer to understand a project through a brief summary rather than a full-fledged proposal document.
1. **Grant Evaluation-** A review of the results of a grant, with the emphasis upon whether or not the grant achieved its desired objective
6. **Grant Report -** Report on the results of project or program that an organization received funding for. Usually due to the grantor by the end of the period of the grant or shortly thereafter.
2. **Guidelines-** A statement of a foundation's goals, priorities, criteria and procedures for applying for a grant
7. **LOI- Letter of Inquiry-** initiated by an applicant to determine if a proposed project is within a private agency's fundable program areas and to request agency policy and program information including application instructions and forms
8. **Program Officer-** (Also referred to as a grants officer, corporate affairs officer, program associate, public affairs officer or community affairs officer); a program officer is a staff member of a foundation or corporate giving program who may do some or all of the following: recommend policy, review grant requests, manage the budget and process applications for the board of directors or contributions committee
9. **Proposal-** A written statement/document establishing project need, objectives, methodology, qualifications of key personnel, budget, budget narrative, institutional commitment and program evaluation for a funded project

3. **Request for Applications (RFA)/Request for Proposals (RFP):** A call for application submissions to address a specific project or objective. It typically contains instructions and information required to complete and submit the application

10. **Restricted Funding-** A type of grant in which the fund beneficiaries are specified by the grantor. In other words, the organization must spend the funds on the specific project or program outlined by the grantor.

11. **Unrestricted Funding-** also known as general operations support, a type of grant that is not specifically designated to particular uses by the grantor, or for which restrictions have expired or been removed

Further Resources:
Chaffey College's Glossary of Grant Terms
Foundation for Enhancing Communities' Glossary of Nonprofit & Community Foundation Terms
Geofunders'- What is General Operating Support and Why is it Important?
Sustainable Sanitation and Water Management's Writing a Concept Note