

## DLI grant definitions

Term	Abbreviation	Definition
<b>Administrative costs</b>		Expenses incurred by grant recipients in support of the day-to-day operations of their organization. These overhead costs are the expenses that are not directly tied to a specific program purpose. Administrative costs may include, but are not limited to, administrative oversight, accounting support, insurance and facilities.
<b>Applicant</b>		Individuals or entities completing and submitting a grant application form or proposal.
<b>Application</b>		An application may be any written or electronic document that applicants complete to apply for funds. At times, "application" and "proposal" may be used interchangeably.
<b>Authorized representative</b>		The individual responsible for monitoring the grantee's performance and with the authority to accept services outlined in the grant contract agreement.
<b>Award</b>		Confirmation of funding received from the grantor after the application is submitted. This may be a letter confirming the amount of funding or a fully executed grant agreement from the grantor.
<b>Community based organization</b>	CBO	A public or private nonprofit organization of demonstrated effectiveness that represents a community or segments of a community; and provides educational, economic, employment or related services to individuals in the community.
<b>Competitive grant</b>		A grant in which the grantor solicits a request for proposals (RFP) from eligible applicants, reviews the applications and convenes a grant review committee to recommend grant awards.
<b>Conflict of interest</b>		A conflict of interest (actual, perceived or potential) occurs when a person or organization has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions that are adverse to one or both parties.
<b>Department of Labor and Industry</b>	DLI	A branch of state government enforcing Minnesota's Labor and Industry rules and regulations.

<b>Direct costs</b>		Eligible grant expenses that can be itemized and tracked with receipts and other documentation.
<b>Eligibility</b>		Describes the parameters that must be met to apply for the grant. These parameters are specified within the RFP.
<b>Eligible expenses</b>		Expenses that are allowable and reimbursable under a particular grant-funded program.
<b>Grant</b>		For DLI grants, “grant” refers to the transfer of cash to a recipient to support a public purpose authorized by law.
<b>Grant budget</b>		A projected spending plan for all anticipated expenditures related to the grant.
<b>Grant budget narrative</b>		A required part of a grant application/proposal that justifies each grant budget line item. It is a detailed description of how each budget item will be used to achieve the anticipated outcomes of your funded program.
<b>Grant contract agreement</b>		A written or electronic document defining a legal relationship between the recipient (grantee) and a granting agency (DLI) when the principal purpose of the relationship is to transfer money, property, services or anything of value to the recipient to support a public purpose authorized by law.
<b>Grant monitoring meeting</b>		All grants over \$50,000 must include a grant monitoring meeting. The meeting that takes place during the grant period of performance and involves both state granting agency staff members and key grantee staff. The purpose of the meeting is to review and ensure progress against the grant’s goals, to address any problems or issues before the end of the grant period and to build rapport between the state agency and the grantee.
<b>Grant participant</b>	Participant	An individual who is enrolled in a grantee’s funded programming.
<b>Grantee</b>		The entity that receives grant the funding.
<b>Grantor</b>		The entity that awards the grant funding.
<b>In-kind / leveraged funds</b>		A grant-related service or item that is paid for by grantee but is not submitted for reimbursement. These funds should relate to the implementing of the grant.

<b>Matching funds</b>		Funds provided by the grantee that are required in the RFP and grant contract agreement. These funds should be listed in the application/proposal, budget and budget narrative.
<b>Nonprofit organization</b>		For the purposes of the Labor Education Advancement Program (LEAP) grant, a nonprofit organization includes 501(c)3 and 501(c)5 organizations.
<b>Period of performance</b>	POP	The total amount of time for which a grantor promises to fund a grant and authorizes a grantee to conduct a project. The time from the date a contract is fully executed, until the date a contract expires.
<b>Principal (of an organization)</b>		A public official, a board member, or staff (paid or volunteer) with the authority to access funds provided by this grant opportunity or to determine how those funds are used.
<b>Quarterly narrative report</b>	QNR	A summary of grant activities and outcomes for a given period. A progress report may have narrative, statistical and financial elements. Information requested in a grant progress report may include progress on grant-funded activities, outcomes, successes, challenges and lessons learned.
<b>Request For proposal</b>	RFP	The announcement distributed by a funding agency to potential grantees to notify them that funding is available. The RFP defines a grant opportunity, its parameters, goals and how to apply for funding.
<b>Reimbursement payment request form</b>	RPR	The title of the state's invoicing form. This is used to submit grantee expenses for reimbursement.
<b>Statewide integrated financial tools</b>	SWIFT	The online financial, procurement and reporting system used by the state of Minnesota. Grantees need to be a part of this system to receive payments.
<b>Work plan</b>		A detailed description that identifies desired project or program activities, timelines and outcomes. This is generally required as part of the grant application.