

Definitions

Introduction to Registered Apprenticeship for Educators

Term	Abbreviation	Definition
Administrative costs		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.
Applicant		Individuals or entities completing and submitting a grant application form or proposal.
Application		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.
Authorized representative		The individual responsible for monitoring the grantee's performance and with the authority to accept services outlined in the grant contract agreement.
Award		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.
Community-based organization	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.
Competitive grant		A grant in which the grantor solicits requests for proposal (RFP) from eligible applicants, reviews the applications and convenes a grant review committee to recommend grant awards.
Conflict of interest		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.

Department of Labor and Industry	DLI	A branch of state government enforcing Minnesota's labor and industry rules and regulations.
Direct costs		Eligible grant expenses that can be itemized and tracked with receipts and other documentation.
Eligibility		Describes the parameters that must be met to apply for the grant. These parameters are specified within the RFP.
Eligible expenses		Expenses that are allowable and reimbursable under a particular grant-funded program.
Equipment		Equipment is defined as a tangible personal property having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds \$5,000. Equipment is not an allowable expense for this grant.
Grant		For DLI grants, “grant” refers to the transfer of cash to a recipient to support a public purpose authorized by law.
Grant budget		A projected spending plan for all anticipated expenditures related to the grant.
Grant budget narrative		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.
Grant contract agreement		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.
Grant monitoring meeting		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.
Grant participant	Participant	An individual who is enrolled in a grantee’s funded programming.

Grantee		The entity that executes a contract with DLI, carries out program requirements and directly receives grant funding.
Grantor		The entity that awards the grant funding.
Information technology systems (including software)		Information technology systems are considered equipment, and includes computing devices, ancillary equipment, software, firmware, and related procedures, services (including support services) and resources.
On-the-job learning	OJL	Paid time the apprentice is at the job location, gaining experience under supervision of a qualified journeyworker in the job process elements outlined in the program standards.
Period of performance	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.
Principal (of an organization)		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.
Quarterly progress report	QPR	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.
Registered apprentice	RA	Individual enrolled in a registered apprenticeship program. Enrollment in a registered apprenticeship program is confirmed through a signed apprenticeship agreement with the Minnesota Department of Labor and Industry.
Registered apprenticeship program	RAP	A program registered with the Minnesota Department of Labor and Industry and authorized to enroll apprentices. Program registration is confirmed through a unique program number assigned by the Minnesota Department of Labor and Industry after the program is submitted and approved.
Request For proposal	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.

Reimbursement payment request form	RPR	The title of the state's invoicing form. This is used to submit grantee expenses for reimbursement.
Related Instruction	RI	An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's trade or occupation, or industrial courses or, when of equivalent value, by correspondence, electronic media, or other forms of self-study approved by the commissioner.
Statewide integrated financial tools	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.
Unique Entity Identifier	UEI	A unique 12-digit identifier for business, issued by System for Award Management (SAM). View more information about UEIs.
Work plan		A detailed description that identifies desired project or program activities, timelines and outcomes. This is generally required as part of the grant application.