

## Grantwriting Terms

**Abstract:** a brief summary of a project that describes every major component of the proposal.

**Action Plan 3.0:** The School District of Philadelphia's (SDP) guiding document. Action Plan 3.0 includes four specific goals. Anchor Goal 1: 100% of students will graduate ready for college or career. Anchor Goal 2: 100% of 8-year-olds will read at grade level. Anchor Goal 3: 100% of schools will have great principals, teachers and employees. Anchor Goal 4: 100% of the funding is secured for great schools with zero deficit.

**Board of Education:** the governing body of the SDP. Duties include: adopt operating and capital budgets; approve investments that align with the Board's priorities; appoint and evaluate the Superintendent of Schools; consider the values and voice of all stakeholders; evaluate progress towards the District's goals; communicate to the public the Board's priorities, goals, policies, and accomplishments; and establish and communicate a process by which to seek public input. Board of Education policies may be found on the SDP website.

**Budget:** a plan for anticipated expenditures, activities, and accomplishments stated primarily in fiscal terms.

**Capital Projects:** projects that involve material changes to the building/structure/site/property, including construction and renovation projects.

**Donation:** may take various forms, including cash, services, or in-kind goods.

**Federal Employer Identification Number (EIN):** a number issued and used by the IRS to identify a tax paying business entity. If you are completing a grant application and need this number, please call the Office of Grant Development (OGD).

**Friends of:** a school supporting organization whose membership is comprised of soon to be parents, parents, and community members. Example: Friends of Adaire School

**Funder:** a government, foundation, corporation, or individual that the proposal is submitted to and from which a grant is awarded.

**Fundraising:** an effort to raise money for a worthwhile project or cause that does not involve submitting an application or proposal. Fundraising may involve a brochure and/or ask letter.

**The Fund for the School District of Philadelphia (The Fund):** The Fund for the School District of Philadelphia is an independent 501(c)3 not for profit organization that serves as a fiscal intermediary between the private sector and the Philadelphia public education system. They are the only philanthropic organization that works directly with school leadership to align the investments of partners—private foundations, corporations and businesses, community

organizations and individual donors—with the strategies that will impact the success of students attending our neighborhood public schools.

**Grant:** a sum of money provided by a private or a public entity for a specific project or purpose. Receiving a grant may require an application.

**Grant-seeking:** a process by which an individual looks for grants to fund a specific project or purpose.

**GreenFutures:** the five year sustainability plan that was created by SDP staff and stakeholders. This plan is an offshoot of Action Plan 3.0 and it aims to make every school a green school that will better serve our students and communities.

**Greening:** transforming existing environments into healthy indoor and outdoor environments for student learning. The District’s sustainability plan known as GreenFutures is an important guiding document for greening our schools. These environmental transformations have taken form in various projects -- from indoor and outdoor gardens that focus on STEM learning to the management of storm water runoff into the City’s sewer system.

**Healthy fundraising:** SDP is committed to providing a school environment that promotes student and staff wellness in their efforts to become fit, healthy and ready to learn.

**In-kind donations:** goods and/or services provided at no-cost to SDP. Instead of submitting a proposal for a grant or asking individuals for contributions via a fundraising campaign, you can sometimes arrange for an individual or an organization or a local business to simply donate specific items your school needs. Example: school supplies drives

**Letter of Intent (LOI):** a short description of a project that may be required by a funder. An LOI is part of a grant application process. The funder may provide approval before requesting a full proposal from the applicant.

**Home & School Association (HSA):** a school supporting organization whose membership is comprised of parents. *Example:* Bache Martin HSA

**Office of Grant Development (OGD):** a SDP office that supports those seeking additional funding for programs that further SDP’s mission. We help non-profits, school leaders and district office administrators secure grants to enrich our students’ experience.

**Office of Strategic Partnerships (OSP):** a SDP office whose mission is to improve the way the District and schools engage with the many outside organizations that offer programming and services at no cost to the District or schools. Key functions include: assisting schools in identifying key need areas where partners can provide support, connecting schools with partners that match their needs, and serving as a liaison between partners, schools, and departments within the School District of Philadelphia’s central office.

**Organization Information:** the history and governing structure of the applicant(s), its primary activities, audiences and the service(s) provided.

**Parent Teacher Association (PTA):** a school supporting organization.

**Priorities or Needs Assessment:** is a systematic process for determining and addressing needs, or "gaps" between current conditions and desired conditions or "wants". The discrepancy between the current condition and wanted condition must be measured to appropriately identify the need. The need can be a desire to improve current performance or to correct a deficiency.

**Priority or Prioritization Worksheet:** an exercise created by the Office of Grant Development (OGD) to help individuals develop their classroom/school priorities. The worksheet is used at OGD teacher professional development and parent workshops.

**Program:** a set of related measures and/or activities with a specific aim. A program may have one or more projects.

*Example:* GEAR UP program provides critical early college awareness and support activities like tutoring, mentoring, academic preparation and financial education to improve access to higher education for low income, minority and disadvantaged first-generation students and their families.

**Project:** an activity that is carefully planned and designed to achieve a particular aim. A project may be a part of a specific program. Example: One of GEAR UP's projects is to assist students with FAFSA completion.

**Project Description:** the nuts and bolts of how the project will be implemented.

**Project Development Worksheet:** an exercise created by OGD that helps individuals tackle the who, what, why, when and how's of a grant proposal. The worksheet is used at teacher professional development and parent workshops. The worksheet is used after the Sustainability worksheet.

**Proposal:** A formal written document that provides detailed information to a funder on the components and cost of a proposed project in response to some substantiated need or problem.

**Request for Proposals (RFP):** Funders may issue an RFP to solicit applications from organizations to address a specific idea.

**Statement of Need:** explanation of the problem that you are trying to solve through your project.

**Science, Technology, Engineering and Mathematics (STEM):** an interdisciplinary approach of learning combining concepts with real world application and connection to school, work, community and globally. STEM programs prepare students for college and graduate study.

**Stormwater Management:** Stormwater management consists of the planning, maintenance, and regulation of facilities which collect, store, or convey Stormwater. The Water Department has a grant opportunity called Stormwater Management Incentives Program (SMIP) for the development of stormwater management for private landowners. SDP has awarded this grant to conducts stormwater management on a number of its school properties.

**Student Activity Fund:** A bank account for a school to deposit funds from small grants, fundraisers and donations. With a deposit limit of \$5,000 per donor per activity, all funds must be used to benefit students in the school. *Example:* South Philadelphia High School received a small grant of \$1,600 from Well Fargo Bank to purchase library books.

**Sustainability Worksheet:** also known as the stewardship, maintenance, ownership worksheet. Created by OGD, an exercise to help individuals develop projects that will continue beyond the funding period. This worksheet is used after the priority worksheet during teacher professional development and parent workshops.