



Updated May 31, 2017

## Glossary of Terms

This glossary is intended to clarify the terms that appear on Foundation forms. The terms are sorted in two ways (1) by the document on which they appear and (2) in alphabetical order.

If you have any questions or need additional clarification, do not hesitate to contact HFL calling (219) 326-2471 or sending an email to [contact@hflaporte.org](mailto:contact@hflaporte.org).

### Project/Program Budget Form

#### **Additional Donated Income**

Revenue from contributions and grants that do not come from HFL.

#### **Contract Services/Professional Fees**

Expenditures resulting from engaging the services of someone with specific expertise such as an attorney or accountant not on your staff.

#### **Earned Income**

Revenue generated from services rendered, work performed, or the sale of goods.

#### **Employee Benefits and Taxes**

Health or life insurance, retirement contributions, payroll taxes, health or life insurance or other similar benefits for employees that are not salaries or wages.

#### **Equipment**

Durable items needed to successfully operate the project/program (i.e. office equipment)

#### ***Fiscal Sponsorship***

*A formal arrangement in which a non-profit organization a 501(c)(3) public charity or government agency sponsors a project or program that may lack exempt status or may otherwise benefit from technical assistance. Services that could qualify as technical assistance include bookkeeping and accounting, payroll, fundraising, office management and insurance.*

#### **Indirect Costs**

Indirect costs are defined as: general or administrative costs that are necessary to deliver this proposed project/program services or activities but that are not readily identified with a single specific project or activity (i.e. utilities).

**Office Space**

Cost of rent, mortgage payment, or other expenses related to the organization's facilities or place of business necessary for operating the project/program.

**Other**

Any other expenditure that does not fall under the enumerated expense categories. Organizations should explain what information is contained in the "other" category in the Budget Expense Narrative.

**Salaries and Wages**

Amount of cash compensation paid directly to employees.

**Staff/Board Training and Development**

Costs for attending conferences or seminars, obtaining professional certifications, or any similar activities intended to improve knowledge and capability related to this project/program.

**Supplies**

Non-durable materials needed to successfully operate the project/program, including, but not limited to, office supplies.

**Telephone/Utilities**

Phone, internet, cable, electricity, water, sewage and other utility expenses.

**Travel/Related Expenses**

Costs associated with travel, including mileage and lodging related to this proposal, not to exceed IRS guidelines.

**Project/Program Expense Narrative****Expense Category**

The line items listed under "personnel" and "non-personnel" on the Project/Program Budget Form (salaries and wages, office space, etc.).

**Itemized Expenses**

This column provides the opportunity to describe exactly how much is spent on each item that falls within that expense category. For example, the applicant may individually list the salaries of all of the employees covered by the grant.