

Common Terms in Proposal Writing

1. **Contract vs Grant: what is the difference between these? Give an example of each.**
2. **Plan: what key parts should a plan include?**
3. **Time line: where in a proposal is a time line a helpful tool?**
4. **What is the difference between hard match and soft match? What are the other terms used for these? Give an example of each.**
5. **Personnel costs: what is included besides salaries?**
6. **Direct costs vs indirect costs: what is the difference between these? Give an example**
7. **Seed money vs continuation funding: what is the difference between these? Give an example**
8. **Capital expenses : give an example, are they always allowed?**
9. **What are some possible ways to allocate costs in the budget? Give an example using phone costs.**
10. **Letters of Support: why are letters of support important?**
11. **What is the difference between process and outcome evaluation? Which is this exercise?**
12. **What is 501 (c) 3 status?**
13. **Self-reporting: how is this used in evaluation? Give an example of how it is used for this conference.**
14. **What is the one thing you ABSOLUTELY have to do to have your proposal considered?**