

**LUK's New Program Development Initiative (NPDI)**  
**Glossary of Terms**

<b>Activities</b>	The specific step(s) taken to meet your goal, using the resources available. Activities include the strategies, techniques, and types of treatment that comprise the program's service approach. For instance, sheltering and feeding homeless families are program activities, as are training and counseling people experiencing homelessness to help them prepare for and find jobs.
<b>Amendment</b>	Term for revised and resubmitted application.
<b>Budget</b>	A project budget describes in detail how you propose spending the funds you are requesting.
<b>Budget Narrative</b>	A budget narrative provides a written description of each line item in the budget and the basis for the figure that is presented in the budget. For example, "1 handbook per participant for 10 participants, at a cost of \$2.50 each, totaling \$25.00."
<b>Direct Costs</b>	Costs related to the actual conduct of a project (e.g., salaries, fringe benefits, consultants, equipment, supplies, travel). Direct costs are detailed in grant application budgets.
<b>Evaluation</b>	Collection and use of program information for multiple purposes, including monitoring, program improvement, outcome assessment, planning, and policy-making.
<b>Evaluation Plan</b>	An evaluation plan specifies how the effectiveness of your program will be determined. Minimally, it should include your evaluation objectives in measurable terms, data collection and analysis procedures, reporting schedules, timelines, and budget sections.
<b>Evidence-based Practices (EBPs)</b>	Programs, models, or services that have demonstrated and documented results related to specific positive outcomes for youth, families, and/or communities.
<b>Goals</b>	Goals are general, overarching statements of what the program intends to accomplish or the intended effects of a project.
<b>Grant</b>	Support for a specific project designed by the funding recipient. The funder has expectations about how the funds are spent. Deliverables may include formal project reports. Financial reports are required.
<b>Grant Cycle</b>	The time period from the start of the grant (program start) to its completion.
<b>Indirect Costs</b>	Costs related to institutional infrastructure, both physical and administrative, that are necessary for the services to be conducted (space, utilities, security, information systems, shared administrative facilities, payroll, accounting, human resources, liability insurance, executive staff, administrative staff, purchasing, grant management). These costs are not usually itemized in grant applications. Typically, indirect costs are calculated as a percentage of all or part of the direct costs.

	This is usually a predetermined percentage of the direct program costs that is established by the finance department of the organization or funding source.
<b>Key Staff</b>	Primary staff responsible for the delivery and oversight of the program and services presented in the application.
<b>Logic Model</b>	Logic Models depict the connections between program resources, activities, outputs, and outcomes, and how all of these elements together make progress toward the overarching goal for the population of focus.
<b>Needs Assessment</b>	A needs assessment explains why the program you are proposing is needed. The statement of need should be substantiated by data.
<b>Objective</b>	The measurable way(s) in which you will meet your goal(s). Ideally, objectives are SMARTIE: Specific (focused on the goal), Measurable (with standards or benchmarks), Achievable (able to be accomplished based on the program's capacity), Realistic (relevant and related to the goal), Timebound (include clear timeframes), Inclusive (honoring the input of those with lived experience), and Equitable (addressing historic/systemic injustices). Sometimes referred to as Outputs/Outcomes.
<b>Outcomes</b>	Outcomes describe the measurable changes expected from program activities. Outcomes may relate to behavior, skills, knowledge, attitudes, values, condition, or other attributes. They quantify what participants know, think, or can do; or how they behave; or what their condition is, that is different following the program. For a particular program, there can be various "levels" of outcomes, with initial outcomes leading to longer-term ones. For example, a youth in a mentoring program who receives one-to-one encouragement to improve academic performance may attend school more regularly, which can lead to getting better grades, which can lead to graduating. LUK requires a minimum of two Core Outcomes for each program.
<b>Outputs</b>	Outputs are the direct products of program activities and usually are measured in terms of the volume of work accomplished. Outputs are usually concrete, countable things. For example, the numbers of classes taught, counseling sessions conducted, educational materials distributed, and participants served. Outputs are important because they are intended to lead to a desired benefit for participants or target populations. LUK requires a minimum of one Core Output for each program.
<b>Population Conditions</b>	In a logic model, this section describes the population of focus for the program with a brief rationale related to the need for the program.
<b>Program</b>	Used interchangeably within the context of the NPDI process with Project. A collection or a set of tasks with a common goal.
<b>Program Development</b>	The process used within LUK to identify and respond to community needs, including the development of an overarching

	goal, and identifying the population to be served, resources needed, outputs and outcomes, and a budget. Sustainability is also considered in the program development process.
<b>Program Implementation</b>	The process of bringing a proposal to life, interpreting the written plans created in the program development process into the day-to-day operations of a program.
<b>Project</b>	Used interchangeably within the context of the NPDI process with Program. A collection of a set of tasks with a common goal.
<b>Proposal</b>	A proposal is a document that describes, in detail, the type of project you would like a funder to sponsor.
<b>Qualitative Data</b>	Information that is reported in narrative form or which is based on narrative information, such as written descriptions of programs, testimonials, open-ended responses to questions, etc.
<b>Quantitative Data</b>	Information that is reported in numerical form, such as test scores, number of people attending, drop-out rates, etc.
<b>Request for Response (RFR)</b>	The mechanism by which a funder announces the availability of funding, eligibility requirements, timelines, and evaluation criteria. May also be referred to as Notification of Funding Availability (NOFA), Notification of Funding Opportunity (NOFO), or Request for Proposals (RFP).
<b>Resources</b>	Resources are the inputs required to implement a program. Examples include funding, staff and staff time, volunteers and volunteer time, facilities, equipment, supplies, and evidence-based practices.
<b>Summary</b>	A summary or abstract is a <u>brief</u> narrative (less than one page) describing your project. An abstract is usually written after the proposal has been developed.
<b>Sustainability Plan</b>	A plan that details how the proposed project will continue after funding has ended.
<b>Technical Assistance (TA)</b>	The provision of expertise and/or support for the purpose of strengthening the capabilities of grantee organizations to deliver services.