Increase the Reach
Glossary of Terms

Administration of vaccines	Providing injections of immunizations.
Administrative Expense	Expenses which are not project specific but support organization's overhead and necessary to the operation of the project (e.g., postage, telephone bills, printer ink, facility rent/lease, utilities, etc.)
Administrator of grant opportunity	The group which collects grant applications, organizes the review process, issues grant awards and collects reporting information.
Annual Fund Drives	Collecting donations during a specific period of time to support a non-profit organization.
Applicant Eligibility	Organizations which may apply for the grant and receive grant funds.
Community Engagement Strategies	Reaching out to community groups to communicate and offer services needed.
Concurrently	Operating at the same time.
Consumable Supplies	Items purchased and used either by or for the people served.
Contingent upon availability of funds	Funding must be received by WSU CEI from KDHE and then awarded to grant recipients.
Contracted Services	Services provided through agreement with another agency, organization, business or individual on behalf of the organization
Contracted Staffing	Services provided by individuals not employed by the organization.
Contracting Process	Steps taken by the grant administrator to ensure the applicant is eligible to receive grant funds.
Contractual Relationship	A formal partnership between two organizations where one organization agrees to provide services for a fee.
COVID-19 Vaccine	A vaccine intended to provide acquired immunity against severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), the virus that causes coronavirus disease 2019 (COVID-19).
Documented success in reaching vulnerable populations	A history of providing services for individuals identified as socially vulnerable, high-risk and underserved populations including racial and ethnic minority populations and rural communities.
DUNS Number	Data Universal Numbering System number assigned to a single business used to track credit reporting.
Education	Providing information on the benefits of vaccines.
Endowments	Funds raised by non-profit organizations which are invested in foundations. The interest from the investment is used to provide services by the organization.
Fiscal Sponsor	An eligible entity applying on behalf of a non-profit organization.
Frequently Asked Questions	Common questions asked by grant applicants about the grant.
Front-line essential worker	Examples include first responders, corrections officers, food and agricultural workers, US Postal Service workers, as well as manufacturing grocery, transit, education, and childcare workers.
Funding Expended	When all grant money has been committed to grant awardees.
Fundraising Events	Point in time events collecting donations for non-profit organizations.

General Operating Funds	Money used to run the day-to-day activities of an organization to fulfill its mission including administrative and infrastructure costs and essential staff.
Health Equity	Everyone has a fair and just opportunity to be as healthy as possible.
Immunization Information Systems	A single source for documenting immunization information.
IRS Form 990	Required form non-profit organizations submit annually describing financial information to prevent exploitation of the tax-exempt status.
Lifespan Vaccines	Biologic agents providing immunity to infectious disease given at recommended ages in the population.
Lobbying	Seek to influence a politician or public official on an issue.
Matching Grant Funds	Money which must be raised from another source and then matched at a stated rate with grant awards (e.g. dollar for dollar).
Monetary and/or Gift Card Incentives	Items purchased and then given to individuals to encourage becoming vaccinated.
Organization's Legal Name	The organization's name as it appears in the certificate of incorporation. Not the "Doing Business As" or DBA listed on the W-9.
Outreach	Providing services to any population that might not otherwise have access to those services. Activities are typically mobile meeting the needs of the population where they are.
Partnerships	Other organizations working with your organization to provide the grant activities.
Performance Measures	A description of the organization's work in completing the grant activities.
Phone Consultation	Assistance provided by a team member via electronic device such as the telephone or virtual meeting platform.
Primary Contact	The person in charge of the grant application, reporting and monitoring.
Project Action Areas	Detailed list of the work which must be done to complete the goal of the grant.
Quarterly Advance Basis	Payment of the grant award is made four times per year with the first grant payment sent at the beginning of the first quarter.
Reach	The number of individuals in the population served who participate in efforts. Prior access to the individuals (ex. activities with or exposure to previous efforts) helps estimate reach of proposed activities.
Reported Expenditures	A financial report submitted outlining how the grant funding was spent during the quarter to carry out grant activities.
Reporting	Written document submitted on a regular basis detailing the activities of the grant.
Resources	Staffing and technology used by the organization to complete mandatory reporting of activities and expenditures.
Routine Programming or Efforts	Day-to-day and established COVID response activities of an organization.
Rural	All counties in Kansas which are designated "Densely Settled Rural," "Rural" or "Frontier." (http://kic.kdheks.gov/OHA/ksmap.html)
Safety Net Clinics	Healthcare organizations serving medically underserved patients regardless of the individual's health insurance or income status.

Salary and Fringe Benefits	Payments made to employees of the organization for services rendered. Fringe benefits include payroll taxes and the costs of other employee benefits such as health insurance and pension.
SAM Certification	Small businesses or non-profit organizations eligible for contracts with or grants from the federal government.
State-funded Community Clinics	Healthcare organizations serving the medically underserved which receive funding from the State of Kansas Community-Based Primary Care Clinic Program.
Subsequent Payment Amounts	Grant awards made after financial reports are submitted for the previous quarter.
Supplant	To replace or substitute other funds or services.
Tax ID Number	Otherwise known as the Federal Employer Identification Number, it is a unique nine-digit number assigned by the Internal Revenue Service to organizations.
Unallowable Expenses	Program costs which cannot be paid from grant funds.
Unaudited Financial Statement (balance sheet)	Formal records of the financial activities of an organization structured in a way which is easy to understand. Balance sheets contain all assets and liabilities of an organization.
Uniform Guidance for Federal Funding	A structured process between the federal government and a grant recipient which keeps everyone on the same page.
Unsuccessful Applications	Grant applications submitted but not awarded.
Unvaccinated	People who have not received vaccines to provide immunity against a disease.
Vaccination Capacity	Access to vaccinations in a community which improves health equity.
Vaccine Acceptance	Receiving all recommended vaccines to provide immunity against diseases.
Vaccine Confidence	The trust that patients, their families, and provider have in recommended vaccines, providers who administer vaccines and the processes and policies that lead to vaccine development, licensure or authorization, manufacturing and recommendations for use.
Vaccine Hesitancy	Behavior, influenced by a number of factors including issues of confidence (lack of trust), complacency (do not perceive a need or do not value the vaccine) and convenience (access to getting a vaccine).
Vaccines	All biological agents providing acquired immunity to infectious disease.
W-9	A form used by the United States income tax system which lists the name, address and taxpayer identification information.