Roma Education Fund
Glossary of Terms

Name	Definition
Applicant, Grantee, Implementer	All reflect to the organization that applies for funds from REF. Before the application is approved, the *Applicant* name is used, after approval, the organization is labeled mostly as *Grantee* or *Implementer*
Application Form	The Applicant fills this initial Form to provide all necessary details towards REF on the Project they wish to implement.
Needs Assessment	Part of the Application Form, where the Applicant provides detailed demographical, educational etc. information on the area where the Project will be implemented
Result Framework	Part of the Application Form, where the Applicant composes the list of Components, Activities, Indicators, Outputs and financial inputs for the Project
Model, Stream	The Applications can be grouped into 5 Streams (Models). One Stream is one type of Application and one project belongs to one Stream only. For each Stream, the Application Form is different but the Project life-cycle is the same for all Streams.
Activity	Particular interventions inside the Project. Applicant reaches the goal of the Project through Activities
Component	A Component is a group of certain Activities
Contracting phase	In the Contracting phase the fine-tuning of the Application takes place after the approval of the Project. Also, particular details of the implementation phase are specified: the payment schedule, the reporting and monitoring schedule. Finally the Contract is generated and signed.
PIMP	Project Monitoring and Implementation Plan.
PDO	Project Development Objectives. The list of indicators for the Project

Budget Table	The Budget Table is the list of all expenditures for the project.
PMC	Project Management Committee. Group of all relevant officers of REF.
Reporting	The Applicant's obligation to send Reports to REF about the progress of the implementation. REF, when contracting the Applicant, defines the time intervals of the upcoming Reports (the Reporting Schedule).
Monitoring	A process when REF visits the implementation of the funded project and subjects it to scrutiny. While contracting, REF defines the Monitoring Schedule. The monitoring happens outside the System, but REF inserts the result of the Monitoring into the System.
Board	The Head of REF, group of several head members. The Board does not interact directly with the System.
Indicators	Measurable objectives used for monitoring the tangible results of the project. For each Model (and each Components and Activities in the Model), REF provides predefined indicators the Applicant has to measure.
Project Code	The moment an Applicant starts a Project, a Project Code is generated to the project automatically and remains with the Project during the full cycle and after it's finished.
Reallocation Request	The Applicant has a limited freedom of rearranging the approved amounts between Budget Categories without REF approval. In case the Applicant wishes to reallocate more than 10% between Budget Categories or insert additional Budget elements, Reallocation Request is necessary towards REF.
Special Reallocation Request	A request from Applicant towards REF to increase the Grant Amount. Only certain Applicants are allowed to send special reallocation request. REF can set this option in the Applicant's settings section.
Approval Letter	After REF (the Board) approves an Application, an Approval Letter is sent to the Applicant informing them about the positive decision.
Grant Agreement	The contract between the Applicant and the REF

Grant Amendment	Changes on the Grant Agreement during the Project. A separate document from the Grant Agreement containing the changes of the original contract.
Project Summary	Summarization document (Word) for the Project. Only one version exists for the whole Project and getting updated by respective REF member.
Payment Schedule	List of payments towards the Applicant for implementing the Project. The Payment Schedule contains the payment dates and payment amounts.
Donor	The Donors provide all financial resources for REF. Donors can be companies, governments, banks, etc.
Donor Code	Unique ID for a Donor.
Donor Subcode	The Donors provide financial resources in particular time intervals. Usually Donors have several time intervals comprising different amount of money. These time intervals have unique IDs called Donor Subcode. REF assigns Donor Subcodes to all expenditures in order to mark their financial sources.
Country Code	String ID for each Country (2-3 character long)
Timesheet	For internal monthly reporting, REF employee provides their timesheet that includes all of the work related activities, so REF can see what the particular employee performed each day of the month.
Internal Activity type	For internal reports: In the Timesheet, REF Employee provides the type of work completed for the particular Timesheet entry.
Expense Claim Form	For internal reporting, REF employee provides the list of their work related expenses towards REF. REF reimburses all justifiable expenses towards the employees.
Travel Order Form	For internal monthly reporting, REF employee provides the list of their work related traveling.
LOI	List Of Invoices. An excel sheet generated based on all the invoices provided by the Applicant in a particular Reporting period.