

JARGONBUSTER

A

Accountable Body - This is the organisation that is responsible/accountable for grant funding received. In many cases this is the organisation that has applied for the grant funding. Responsibilities of the Accountable Body include; Ensuring successful delivery of the project; Achievement of project outputs and outcomes; Monitoring/reporting/managing the projects finances; Compliance with any conditions contained in the Grant Offer Letter/Contract.

Added Value - The additional benefit or value your project creates over and above those that already exist.

Additionality - a way of measuring the benefits of a project which highlights the changes brought about which wouldn't have occurred if the project hadn't taken place.

Aims - a description of the changes a project plans to achieve, or the difference it is intending to make.

Asset lock - a general term used to ensure that the assets of the Community Interest Company (CIC) are used for the benefit of the community. The organisations assets are "locked" which ensures that the CIC is established for community purposes and that the assets and profits are dedicated to these purposes. It prevents the assets and profits being distributed

B

Baseline - A measurement of the starting conditions, for example numbers of people unemployed, before a project is undertaken. The benefits of a project can be assessed over time by comparing the baseline with more up to date figures.

Beneficiaries - An individual or group of individuals who benefit from an activity/project/service.

Business Plan - a written document stating what the organisation is proposing to do over the next 2 – 5 years, how its going to do it and a forecast of income and expenditure.

C

Capacity building - is the process of helping to build/develop an organisations ability/potential to respond to the needs of the community they serve or develop their ability to perform specific tasks. This could be achieved by upgrading skills, providing funding or helping them to develop management systems.

Capital - money spent on the purchase or improvement of fixed assets such as buildings and equipment.

Cash Flow Projection - This is a working document, which shows the expected effect of an activity on the bank balance. This summarises the sources of income, and projects your running costs. The figures are taken from the budget and scheduled over a period of time.

Community Empowerment - enabling individuals within communities to have a voice and take part in local decision making processes.

Community Interest Company - a new type of company, designed for social enterprises that want to use their profits and assets for the public good. Its a limited company, subject to the Companies Act, with special additional features created for the use of people who wish to conduct a business or other activity for community benefit, and not purely for private advantage.

Compact – Local Compacts are written agreements between the voluntary and statutory sector stating ways they can work well together. There are two local Compacts in the sub region; one for York and one for North Yorkshire. All partners agree to shared principles and to codes of practice, on areas such as information and communication, policy development, consultation, volunteering and funding. It provides a framework for developing closer partnership relations between voluntary and community and statutory sectors.

Constitutions - sometimes referred to as "rules". This is a type of Governing Document which will create an unincorporated association.

Core Costs - running costs such as rent, utilities, telephone etc.

Community Group - an organisation that furthers the recreational, educational and/or social welfare of its community.

Criteria - guidelines set out by funders stating their priorities and the kind of projects they want to fund.

D

Delivery Plan - A plan which sets out what a project or programme intends to achieve, when, where and at what cost.

Demand - The number of people/organisations benefiting from the project. Evidence for the demand can be found through statistics (census), other projects in your area, questionnaire, surveys, consultation, feedback, quotes.

Displacement - The extent to which the effects of a project impact - positively or negatively - on surrounding areas

E

European Regional Development Fund (ERDF) – funding provided by the European Community which aims to reduce inequalities in socio-economic development between the

regions in the community, by supporting infrastructure projects, job-creation investments, local development and aid for SMEs.

European Social Fund (ESF) – a programme of funding provided by the European Community which will contribute to sustainable economic growth and social inclusion by extending employment opportunities and by developing a skilled and adaptable workforce. ESF will fund a range of activities between 2007 and 2013 which will target unemployed people, disabled people, lone parents, older workers, ethnic minorities, low skilled people, and young people not in education, employment or training.

Evaluation - An assessment, after a project has started, of the extent to which objectives have been achieved, how efficiently they have been achieved, and whether there are any lessons to be gained for the future.

Exit Strategy - a written plan detailing how an organisation is going to either re-finance a project at the end of a term of funding or how they are going to end the project.

F

Full Cost Recovery - securing, or recovering funding for all an organisation's costs, including the direct costs of projects, (e.g. salaries), and all overheads, (e.g. rent, electricity, management costs etc.).

Fundraising Strategy - a written statement which supports an organisation's aims and enables the organisation to reach its goals. It includes: the aims of the organisation and its main areas of work, funding needs and priorities over 1 – 5 years (depending on size of organisation), how and where the funds will be raised.

G

Governing Document - a written document which sets out the aims of an organisation and how it operates. There are three main types of governing document, and the type you choose will determine the type of organisation it will be (please refer to each term individually): Constitution/Rules, Trust Deed, and Memorandum and Articles of Association. A governing document should be prepared with specialist advice from your local infrastructure organisation or the Charity Commission.

Government Offices for the Regions - There are nine Government Offices, each working with regional partners and local people to help deliver the Government's key aims at regional level. In this region it is the Government Office for Yorkshire and The Humber (GOYH).

H

Hard outcomes - Quantifiable results from a project. Usually straightforward to identify and measure. For example, the number of people gaining a qualification or employment as a result of attending a course. (Refer to 'Outcomes')

I

Impact - the difference a project is making.

In Kind Contributions - non monetary contributions which help towards the total cost of a project. For example, volunteer time, free use of premises etc.

Innovative - Something that is new and not been done before

Inputs - These are the resources that are needed to deliver a project. Inputs include time, money and premises etc.

J

K

L

Leverage – a mechanism of using funding to cause others funders to contribute.

Local Area Agreements – are three year agreements which aim to improve the effectiveness and efficiency of the way Government works with local authorities and their delivery partners to improve public services. The agreements have four blocks: children and young people; healthy communities and older people; safer and stronger communities; and enterprise and economic development.

Local Infrastructure Organisations (LIOs) - In every urban and rural area in England, local infrastructure organisations work behind the scenes to ensure that local voluntary organisations and community groups get the support they need. They provide their members with a range of services and development support, and are the voice of the local voluntary and community sector. There are 16 LIOs in York and North Yorkshire some are sometimes referred to as Council for Voluntary Service, Community Care Association or Voluntary Action. Visit the contacts page of this website to find your local infrastructure organisation.

Local Strategic Partnerships - a single body that brings together at a local level the different parts of the public sector as well as the private, business, community and voluntary sectors, generally at the level of District, County and Unitary councils. They work with the local community to identify and tackle key issues such as crime, unemployment, education, health and housing in a more co-ordinated manner than has happened before. There are the North Yorkshire Strategic Partnership and the York Strategic Partnership in this sub region.

M

Marketing Strategy - a plan which gives a thorough understanding of who your customers are and what "needs" they are looking to satisfy. The strategy makes the most of your strengths and matches them to the needs of the customers you want to target.

Match Funding - some funders will only give a contribution towards the total cost of a project and expect an organisation to raise the remainder themselves. This remaining "match funding" can be cash, in kind support, or funding from another funder.

Memorandum and Articles of Association – a type of Governing Document which will create a company. A company can own land and enter into contracts in its own name, the Directors are not normally liable personally for its debts, and it must file its accounts

with the Registrar of Companies. It may be appropriate to establish a company where the organisation is to be quite large; it will have employees; it will deliver charitable services under contractual agreements; it will regularly enter into commercial contracts; and it will be a substantial owner of freehold or leasehold land or other property.

Milestones - Key events with dates, marking stages in the progress of a project..

Mission Statement - a brief sentence stating the aims and objectives of an organisation.

Monitoring - Regular collection and analysis of input, output and outcome data, along with information concerning the problems being tackled.

N

Need - What the particular problem/issue is that your organisation/project will try to address. Evidence for the need can be found through strategies and government initiatives, also your Local Area Agreement and Parish Plan.

Not for Profit - Generally taken to mean not distributing the profits to the owners of the organisation, though the term is not recognised in UK law. All charities are automatically non-profit distributing. Non-profit organisations don't have to make a loss, or just break-even. The important point is that if they make a surplus, that surplus is used to further the objectives of the organisation.

NYSP - The North Yorkshire Strategic Partnership comprises a number of thematic partnerships each dealing with an aspect of communities needs, a steering group, a local area agreement management group and a wider partnership. Their role is to promote the economic, social and environmental wellbeing of North Yorkshire's communities. They do this through a strategic plan, action programmes and the development and delivery of a local area agreement for the period 2007 - 2010.

O

Objectives - The steps on the way to achieving your aims. Most funders will require recipients of grant funding to measure how well they have performed by looking at whether or not they have achieved their objectives.

For this reason objectives should always be **SMART**:

Specific - avoid a vague, all-embracing wish-list

Measurable – can the objective be measured, how will it be measured?

Achievable – is the objective achievable within the timescale and resources set for the project

Realistic – is the objective realistic within the scope of the project?

Time Limited – by when will the objective be achieved?

Option Appraisal - the process of narrowing down a range of options and reviewing them to identify the particular projects to be undertaken.

Outcomes - All the changes and effects that happen as a result of the work of a particular project or programme. Outcomes could include increased self esteem or lower unemployment rates.

Outputs - Outputs are the services and facilities delivered by an organisation or a project. Outputs include training courses, support sessions and publications.

Overheads - generally used to describe some or all of the costs that have to be met for the day-to-day running of your organisation/project, for example; premises costs, such as rent, heating and lighting; and core staffing costs (this may also be referred to as 'running' or 'core' costs).

P

Partnerships - Partnerships vary greatly in how they are established and resourced and how they operate. There are no defining features for partnerships but they should bring together representatives from different sectors and different communities of interest to agree and work towards common goals.

Patronage – refers to a type of funding which is usually donations/support from an individual to a cause.

Performance Indicators (PI's) – a quantifiable method of measuring how a project/organisation is performing on a particular issue.

PESTL - an analysis of the external political, economic, social, technology, and legal factors which will influence an organisations fundraising and impact upon its organisation.

Project appraisal - The assessment of particular projects to make sure that they provide value for money and that they will tackle the problem to be addressed.

Projects - The individual components or elements of an overall organisation.

Pump-priming - Money or resources put into a project or activity at the very beginning to start them off.

Q

Quality assurance – a review process used to audit the quality of a service provided. It ensures a consistent approach to monitoring and maintaining the quality of performance. It's providing confidence that requirements will be met.

Quality standards - a framework of standards which are set in order to improve a service. They provide a benchmark for the level of quality to be reached. In doing so these standards will give services, and staff within them, the reassurance that they are working to nationally recognised criteria. Examples include the matrix quality standard for information advice and guidance services.

R

Regeneration - in some areas, problems of economic, social and environmental neglect combine to lock local communities into a vicious cycle of exclusion. Regeneration is where a range of partners work together to target their resources to improve the quality of life in these areas.

Registered charity - an organisation established and operated for charitable purposes, and must devote its resources to charitable activities.

Reserves - the amount of unspent money an organisation has at the end of a financial year.

Restricted Funds - an amount of money set aside by the trustees of an organisation to pay for certain expenditure such as building maintenance.

Retrospective Funding - funding for activities and/or work that has already taken place. Most funders will not provide funding for projects which have already started.

Revenue - ongoing items of expenditure such as wages, rent, utilities etc.

S

SME - Short for small and medium sized enterprises ie companies employing fewer than 250 employees.

Service Level Agreements – a contract with a statutory authority to deliver a service on their behalf.

Social Enterprise - a business that trades primarily to support a social purpose. It generates surpluses which are reinvested either in the business or in the community to enable it to deliver on its social objectives. Examples of Social Enterprise include, community enterprises, social firms, co-operatives and the new community interest companies.

Social Entrepreneurs - The equivalent of business entrepreneurs, but operating in the social, not-for profit sector. They aim to seek new and innovative solutions to social problems.

Social Exclusion - when individuals or areas suffer from a combination of linked problems such as unemployment, poor skills, low incomes, poor housing, high crime environments, bad health and family breakdown. It can also have a wider meaning which encompasses the exclusion of people from the normal exchanges, practices and rights of society.

Soft outcomes – These indicate the ‘distance travelled’ or the stepping stones towards a hard outcome. These may be the main outcomes for some projects. They are often about changes in attitudes or skills and usually harder to define and measure. For example, increased self esteem and confidence. (Refer to ‘Outcomes’)

Sponsorship (from companies) – a form of funding which can be acquired from businesses. Typically involves the payment of a fixed fee to display the company logo somewhere so the company can benefit from increased marketing i.e. a banner or other graphic on a website, or be included in an email newsletter.

Sub-regional Investment Plan (SRIP) - The SRIP provides the framework for Yorkshire Forward and other major public sector investment, including European funding. It sets the economic development priorities for York and North Yorkshire and is overseen by a partnership of local authorities and public sector agencies.

Stakeholders - people who have an interest in an organisation, project or process, its activities and achievements; e.g. clients, users, partners, council departments.

Sustainable Development - economic, social and/or environmental development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Sustainable Funding - diversifying funding and enabling an organisation to move away from reliance on short term funding, such as grants, to more dependable long term funding, such as income generation and trading.

SWOT – An audit/analysis of an organisations internal Strengths and weaknesses and its external Opportunities and Threats.

Synergy - Added value arising from the working together of two or more organisations.

T

Targets - the level and quality of outputs and outcomes.

U

unincorporated association - The "association" means that it is an organisation consisting of a group of people who have decided to co-operate in furthering what the organisation is set up to do. The "unincorporated" part of the description tells you that the organisation is not a company so it will not have limited liability and a legal personality of its own and cannot own land.

Unrestricted Funds - an amount of money that an organisation has to spend as it wishes, within the law.

User Involvement - actively including users' feedback, comments, opinions etc. as part of the decision making process as to how the project or organisation will be run.

W

Without Walls – York's Local Strategic Partnership - Without Walls (WoW) is the name of a group of people from influential organisations in York who have agreed to work together to achieve a shared vision. The strategy in place to reach the shared vision, called the community strategy, will make sure that the good work done by organisations, partnerships and individuals in the city is brought together in one overall 'grand plan'.