



# JARGON BUSTER

<b>Budget:</b>	a description of how much money you need for an activity/project/organisation, showing your plans for income and/or expenditure
<b>Business Plan:</b>	a plan with clear analysis of need and well argued assumptions for income and expenditure over three or more years
<b>Capacity building:</b>	strengthening the ability of community groups or communities
<b>Capital funding:</b>	money to purchase equipment or a building
<b>Community consultation:</b>	process for obtaining people's opinions
<b>Continuation strategy:</b>	your plan for continuing the work you do after the grant runs out
<b>Cost-effective:</b>	worthwhile results achieved for a reasonable cost
<b>Evaluation:</b>	looking back at what happened in your project and comparing it with what you were hoping for
<b>Exit strategy:</b>	the same as 'continuation strategy' except that you may also include a plan for bringing the work to an end
<b>Funding strategy:</b>	a plan showing how much money you need, where you propose to get it from and a realistic timetable
<b>In-kind support:</b>	support given to a project in the form of free use of premises or equipment or time spent by volunteers – in effect support in non-money terms
<b>Match funding:</b>	when asked to provide 'match funding' it means you have to find some of the money yourselves, either from your own funds or by getting other funders to support you – usually you can count the value of

Volunteer Hours and also 'in-kind' support

<b>Milestones:</b>	defined steps along the way to achievement or your objectives, e.g. recruit and appoint a worker, hold an event or gain funding
<b>Monitoring:</b>	collecting information about work done, e.g. numbers of people attending a workshop
<b>One-off grant:</b>	single donation towards your project
<b>Outcomes:</b>	an outcome is what your project achieves, e.g. unemployed people receiving training and obtaining paid work as a result
<b>Outputs:</b>	outputs are numerical targets which you promise to achieve, e.g. ten training places provided to unemployed people
<b>Partnerships:</b>	all funders like to see you involved in partnerships, i.e. talking to and working with statutory/voluntary/ private organisations working in your community with similar aims to yourselves
<b>Partnership funding:</b>	the same as 'match funding'
<b>Project funding:</b>	usually refers to money for the equipment and/or salary and/or running costs of a project often for up to three years
<b>Project proposal:</b>	a description of what you propose to do and why
<b>Revenue funding:</b>	money for salaries and running costs
<b>Social entrepreneurs:</b>	people who implement ideas for improving communities or social conditions
<b>Sustainability:</b>	when funders ask for sustainability they want to know how the things they are funding can be continued long term
<b>Value for money:</b>	this means that for the money spent real benefits are achieved and this compares well with other ways the money could be spent