

Glossary of terms:

submitting an application

Accounts

A record of your income and expenditure over a period of time (usually a year). This is a legal requirement for companies and charities. Non registered groups may choose to keep an income and expenditure log.

Activities/Services

Providing assistance to support people or a community of people other than through supply of goods.

Aims

Aims are statements of intent. They are usually written in broad terms. They describe the changes the organisation plans to achieve.

Accounts

A record of the income and expenditure of an organisation on an annual basis. They show exactly how an organisation is performing in financial terms.

Board/Management Committee (Trustees/Committee Members/Directors)

The group of individuals, usually referred to as Board/Committee Members, Trustees or Directors, ultimately responsible for the strategic management of your organisation (See Organisation structure document).

Beneficiaries/service users

The group of people identified in an organisation's objects as the users, clients or members who will benefit from the activities of that organisation.

Charitable objects

The objects defined in English and Welsh law as charitable.

Charitable incorporated organisation (CIO)

Charitable Incorporated Organisation (CIO) is a new incorporated form created by the Charities Act 2006. Many aspects of the CIO are similar to those of a company limited by guarantee, but the CIO can only be used by an organisation which is charitable.

Charity Commission number

This is the number given to organisations such as Charities and Companies/CICs registered with a regulator such as the Charity Commission or Companies House.

Community Interest Company (CIC)

Community interest company – a legal vehicle created for non-charitable social enterprises.

Community consultation

Community consultation is a process and a genuine partnership between the community (or beneficiaries/service users) and a service provider that helps guide the work of an organisation, to ensure its service is relevant and appropriate to the needs of those it serves.

Company number

This is the number given to organisations such as Charities and Companies/CICs registered with a regulator such as the Charity Commission or Companies House.

Company Limited by Guarantee

Limited by guarantee companies are most often formed by non-profit organisations such as sports clubs, workers' co-operatives and membership organisations, whose owners wish to have the benefit of limited financial liability.

Constituted Community Group

A constituted group is a group of people who come together to accomplish a purpose. The group is run on a voluntary basis and is set up as an organisation in its own right with a management committee, constitution and its own bank account.

Constitution

The governing document of an organisation, for companies this is called its Memorandum and Articles of Association, for Co-operative Societies it is called its Rules.

Continuous improvement

This is about continuously seeking and implementing ways of being better at what you do. It is about always striving for the best. It is not enough for an organisation to have a 'project' on quality. For the work to have an effect, organisations need to continue to keep on top of quality, both in terms of the services they deliver and the way they are managed and governed.

Evaluation

Evaluation is assessing progress against the stated aims, objectives, outputs and outcomes of the project. Often evaluation activities are left until the end of a Project, but they should be planned in from the start.

Expenditure

An expenditure is a payment of cash or credit for goods or services. Expenditure is itemised within an organisation's annual accounts.

Grants

Gifts of funding.

Impact

The broad, longer-term effects of the project's work.

Income

Income is money that an organisation receives in return for working, providing a product or service, or investing capital. It could be in terms of a grant, a donation, fundraising or a fee charged etc.

Limited liability

Whereby a person's financial liability is limited to a fixed sum.

Management Committee/Board

The group of individuals ultimately responsible for the strategic management of your organisation (See Organisation Structure document).

Memorandum and Articles of Association

The constitution of a company.

Mission statement

A short statement of the purpose of the organisation, sometimes called an overall aim.

Monitoring

This is the process of gathering and recording information on a regular basis, it keeps account of progress and work undertaken against the agreed aims and objectives of your project. You monitor progress by gathering information on your performance indicators and targets.

Objectives

The practical steps the organisation will take to accomplish its aims. To be effective, objectives should always be written so that they are SMART (Specific, Measurable, Agreed, Relevant, Time-bound). Too often at least one of these elements is left out! The Project should produce at least one Deliverable (or output) in support of each objective (otherwise, how are you going to achieve it?).

Opportunities

A time or set of circumstances that makes it possible to do something to support your community.

Outcomes/difference

This refers to the positive changes that happen because of your project. Outcomes can happen at many levels - most evaluation is concerned with the outcomes for service users/ clients/ beneficiaries.

Partners

Individuals or organisations who works with you towards achieving the goals of your work/project. Partners are stakeholders.

Partnership

Relationship between two or more parties creating added value for the beneficiaries.

Registration number

This is the number given to organisations such as Charities and Companies/CICs registered with a regulator such as the Charity Commission or Companies House.

Service delivery

Providing assistance to support people or a community of people other than through supply of goods.

Service users/Beneficiaries

The group of people identified in an organisation's objects as the users, clients or members who will benefit from the activities of that organisation.

Supporting Documents

Funders will often require sight of documents that validate an organisation or provide a record of finances (Accounts), safeguarding processes etc.

Unincorporated club or association

A type of legal entity without limited liability.

Unrestricted reserves

Income that is freely available to spend on any of the charity's purposes.

Volunteers

Individual who spend time, unpaid, doing something that aims to benefit others. Central to this definition is the fact that volunteering must be a choice freely made by each individual.