

## **A**

### **ACEVO**

Association for Chief Executives of Voluntary Organisations

### **Additionality**

1. A way of measuring the benefits of a project - highlights the changes that wouldn't have occurred had the project not happened
2. Funding additional to - and separate from - public sector provision and expenditure

### **Aims**

Description of the changes a project plans to achieve, or the difference it is intending to make

## **B**

### **Benchmarking**

A method used by organisations for comparing themselves (in terms of efficiency, effectiveness etc) to other organisations

## **Bid**

Funding application or an application to provide a service

## **Business Plan**

States what the organisation intends to do over the next 2 – 5 years and how; includes a forecast of income and expenditure

## **C**

### **Cabinet Office**

Sits at the centre of government, with an overarching purpose of making government work better, including leading work to support the voluntary and community sector / civil society

## **Call off contract**

An agreement with one or more suppliers (for example a framework agreement) for a defined range of goods / services with terms and conditions (including pricing) which the buyers "call off" to meet their requirements as and when they need to

## **Capacity building**

Increasing the ability of an organisation to perform through the development of knowledge, productivity, skills and other capabilities

## **Capital funding**

Money spent on the purchase or improvement of fixed assets such as buildings, landscaping and equipment

## **Charitable purposes**

Purposes that comply with Charities Act 2006 - these have been defined via case law and by the Charity Commission and include the relief of financial hardship, advancement of education, advancement of religion and other purposes for the benefit of the community

## **Charitable Trust**

Organisational structure – a legal form for endowed, grant-giving charities for charitable fundraising bodies. Operates under a Deed of Trust rather than membership. Must have charitable aims and register with Charity Commission. Established to manage money or property for clearly defined purposes between 3 parties - the donors, the beneficiaries and the Trustees

## **CIC / Community Interest Company**

Organisational structure - a limited liability company with the specific aim of providing benefit to a community. Can be established as a private limited company (by shares or by guarantee) or a public limited company. Must conform to the Companies Act.

## **Civil Society**

A term used to describe a range of voluntary, civic or social organisations that contribute to society. Distinct from government and public administrations, the family or the market. Can include registered charities, development non-governmental organisations, community groups, trade unions, self-help groups, social movements, business associations, coalitions etc

## **Collaboration**

Where a number of organisations work together, often in the form of a consortium

## **Commissioning**

The process wherein an organisation assesses a need, designs a service to meet this need and then secures an appropriate provider by inviting potential providers to submit a bid to tender

## **Community**

A group of people as defined by geographical location or by attribute (for example, ethnicity, age, ability, etc)

**Community cohesion**

Building strong links within a community, promoting understanding and tolerance

**Community empowerment**

Enabling individuals within communities to have a voice and take part in local decision making processes

**Community Foundation**

Local grant-giving organisation managing several funds and individual philanthropic donations and distributing them to the voluntary and community sector in that area

**Compact**

A written agreement between the voluntary and public sectors stating how they will work together for mutual benefit

**Company Limited by Guarantee with Charitable Status Organisational structure** – often preferred by charities; an organisation established for charitable purposes but with limited liability for trustees similar to that of a Company Limited by Shares. Does not usually have a share capital or shareholders, but instead has members who act as guarantors. The guarantors commit to contribute a nominal amount in the event of the company closing

**Company Limited by Shares**

Organisational structure - each member of the company is liable only for the fully paid value of the shares they own. Similar to Company Limited by Guarantee. Has shareholders with limited liability and its shares may not be offered to the general public, unlike those of public limited companies

**Competitive dialogue procedure**

One of the four procurement procedures used by the European Union – after the selection process the buyer enters into dialogue with potential bidders to develop solutions and choose who will be invited to tender

**Consortium**

An arrangement whereby a group of organisations or individuals, pool resources to undertake a large project that benefits all

**Constitution**

A legal document outlining an organisation or group's aims / objectives and rules of procedure. Many funders will only consider making grants to a constituted organisation

**Contract**

A legally binding agreement made between two or more parties

**Co-operative**

Organisational structure - designed to increase workers' rights and interests through a democratic process by all its members

**Core Costs**

Central / running costs that occur continuously within an organisation, before and after any specific project or activity; for example, management, research and support / admin services. Similar (and often used interchangeably with) revenue costs

**CVS**

Council for Voluntary Services – an infrastructure organisation which promotes and supports the voluntary and community sector in a particular area. Often used interchangeably with local support and development organisation (LSDO)

**D****Disadvantaged community**

Areas typically characterised by high levels of unemployment, poor housing and high crime

**E****e-Procurement**

The use of electronic methods – such as an online portal for submitting tenders - in the procurement process

**EOI**

Expression of Interest - formally expressing interest in a tendering or funding opportunity, often through a short questionnaire or enquiry

**ESF**

European Social Fund – funding source from the European Union

**ERDF**

European Regional Development Fund - funding source from the European Union

**EU**

European Union - an economic and political union of member states located primarily in Europe

**Evaluation**

An assessment, after a project or programme 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 learned

### **Excepted Charity**

Organisational structure - determined by regulation or does not meet the minimum requirements for registration (for example, Scout Association, voluntary schools). Can register for charitable status voluntarily if they can show substantial funds will be lost if the organisation is not registered

### **Exempt Charity**

Organisational structure – does not have to comply with many provisions of the Charities Act because they are considered to be adequately supervised by, or accountable to, some other body or authority (for example university, museum, library). Although not subject to Charity Commission jurisdiction, an exempt charity is still subject to legal rules

### **Exit Strategy**

A plan detailing how an organisation is going to end or re-finance a project at the end of funding

## **F**

### **FAWN**

Funding Advice Workers Network (national / local)

### **Feasibility study**

An evaluation of a proposal, to determine how difficult it would be to carry out the proposed task (often used to refer to the feasibility of building work)

### **Framework agreement**

Also known as a preferred provider list - an agreement with a provider, or providers, for delivery of an unspecified level of goods or services over a specified period, under which contracts can then be "called off"

### **Friendly Society**

Organisational structure (now obsolete)

### **Full Cost Recovery**

Using Full Cost Recovery when applying for funding means an organisation can recover the total costs of their project or activity, including the relevant proportion of all overhead costs such as insurance, rent, administration etc

### **Funding Adviser**

Person who advises individuals or organisations / groups on potential sources of funding for their work and often assists them in securing funds. Typically works within local development agency or council for voluntary services

## **Fundraising strategy**

A 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 funds will be raised

## **G**

### **Governance** (of an organisation)

Making sure that the organisation or group acts in line with its constitution and legal identity. It is most often used in connection with the role of management committees or boards

### **Governing Document**

A written document which sets out the aims of an organisation and how it operates; for example, a constitution or memorandum and articles of association

## **H**

## **I**

### **In kind**

Where people, companies and organisations give help to a project which is not financial, such as free room hire, equipment, volunteer time etc

### **Industrial and Provident Society**

An organisational structure common for housing associations, consumer agencies and credit unions (although very rare nowadays)

### **Infrastructure**

An organisation which supports others operating in a particular area (geographic, activity or function). Often, but not always, the supported organisations are members. Also known as second tier, intermediary or umbrella organisation

### **Inputs**

The resources that are put into a project to enable delivery

### **ITT / Invitation to Tender**

A collection of documents sent to prospective providers during the commissioning process

## **J**

## **K**

### **KPI / Key Performance Indicator**

Measures against which providers can evaluate how successful they have been in meeting their contractual obligations

## **L**

### **LSDO**

Local Support and Development Organisation - infrastructure organisation supporting the local voluntary and community sector. Also referred to as a council for voluntary services or local development agency

### **Legal liability**

An amount of money put to one side to be used to pay for any liabilities should the organisation close, e.g. redundancy payments

### **Lowest Price**

One of the two systems which the European Union allows for tender selection (MEAT being the other). This allows for selection on the basis of price alone

## **M**

### **Match funding**

A contribution made by the organisation / project towards total costs, required by some funders. For example, further funding, time, volunteers etc

## **MEAT**

Most Economically Advantageous Tender - one of the two systems which the EU allows for tender selection (Lowest Price being the other). Allows for selection on the basis of the tender offering the greatest benefit in terms of quality as well as cost

### **Monitoring**

Regular collection and analysis of input, output and outcome data from a project, along with information concerning the problems being tackled

## **N**

### **NAVCA**

National Association for Voluntary and Community Action

### **NCVO**

National Council for Voluntary Organisations

**NDPB (Quango)**

Non Departmental Public Body - organisations that are part of national government but operate at arm's length from government departments; for example, the housing corporation, the audit commission, the health and safety executive

**Negotiated Procedure**

One of the four procurement procedures used by the European Union - a buyer may select one or more potential bidders with whom to negotiate the terms of the contract

**O****Objectives**

The activities an organisation carries out to achieve its aims

**Office for Civil Society**

Holds responsibility for charities, social enterprises and voluntary organisations in the Cabinet Office. Replaced the Office of the Third Sector following the general election in 2010

**OJEU**

Official Journal of the European Union

**Open procedure**

One of the four procurement procedures used by the European Union - all potential bidders who express interest can tender

**Options appraisal**

The process of narrowing down a range of options to identify the particular activities to be undertaken

**Organisational structure**

Also referred to as legal status. The way an organisation is defined in law, based on the way it is set up and the rules and regulations that govern it. For example Company Limited by Guarantee, Registered Charity, Community Interest Company

**Outcomes**

The changes and effects that happen as a result of the work of a particular project or programme

**Outputs**

The activities or products delivered by an organisation or project

## **P**

### **PCT**

Primary Care Trust - an NHS trust that provides some primary and community services or commissions them from other providers, and are involved in commissioning secondary care

### **PIN**

Prior Information Notice - notification in advance of possible future contracting / tender opportunities (does not guarantee that the buying organisation will go ahead with the full procurement opportunity)

### **Portal**

An online source of tender opportunities where potential providers can search and submit tenders (e-procurement)

### **PQQ /Pre-Qualification Questionnaire**

Completed by potential providers who wish to be considered for a procurement activity / tender opportunity; allows assessment on key areas and the production of a shortlist of potential providers

### **Preferred provider** (or supplier) list

A list of organisations or individuals that meet criteria defined by the buyer and are preferred to compete for certain contracts. Can be similar to Framework Agreement

### **Pro bono support**

Professionals who give their time and expertise for free

### **Procurement**

The acquisition of appropriate goods or services at the best possible cost to meet the needs of the buyer

### **Project**

A piece of work or activity with time and resource limits, working towards predefined aims and objectives

### **Provider**

The applicant organisation during procurement; the organisation submitting a tender

## **Q**

### **Quango**

Quasi-autonomous non-governmental organisation / non-departmental public body. Quangos are part of national government but operate at arm's length

## **R**

### **Registered Charity**

Organisational structure - established for charitable purposes as determined by the Charities Act 2006, registered with the Charity Commission

### **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 an organisation to pay for certain expenditure such as building maintenance

### **Restricted procedure**

One of the four procurement procedures used by the European Union - requires a shortlisting (selection) stage to identify which potential providers to invite to tender

### **Retrospective Funding**

Funding for activities and/or work that has already taken place

### **Revenue funding**

Central or running costs that occur continuously within an organisation (before and after any specific project or activity); for example, management, research and support / admin services. Similar (and often used interchangeably with) core costs

### **RFQ**

Request for Quotation (in commissioning and procurement)

### **Ringfencing**

When a funder gives money but predetermines its uses

### **Running costs**

Central / running costs that occur continuously within an organisation, before and after any specific project or activity; for example, management, research and support / admin services. Similar (and often used interchangeably with) core costs

### **Rural Community Council**

Infrastructure organisation supporting the voluntary and community sector in rural areas. Similar to Council for Voluntary Service or Local Support and Development Agency

## **S**

### **Service Level Agreement**

Definition varies. Some consider these to be the same as a contract, preferred for the delivery of smaller, local services as they are thought to be less bureaucratic

and onerous than the typical contract process. Some, however, consider the Agreements to be the same as a grant as they often operate in practice much like a grant agreement.

### **SME**

Small and medium enterprises (in terms of staff or turnover)

### **Social Enterprise**

A form of trading or an organisation that carries out that trading. Primarily based on a social or environmental purpose / mission but with financial targets as well. Examples of organisations include not-for-profits that use business models to pursue their mission and for-profits whose primary purposes are social

### **Social Impact Bond**

A contract with the public sector in which it commits to pay for improved social outcomes that result in public sector savings

### **Social Return on Investment**

An attempt to measure the social and financial value created by an organisation's activities

### **Stakeholders**

People who have an interest in an organisation or project; for example investors, service users, partners etc

### **Statutory body**

An organisation set up, controlled and funded by the government; for example a public school or NHS hospital

### **Sustainable Development**

Meeting one's needs in the present without compromising the abilities of those in the future to meet theirs (socially, environmentally and economically)

### **Sustainable Funding**

An approach to funding that involves diversifying an organisation's income base (to include sources such as contracts and trading, as well as grant funding) in order to become more resilient

### **Sustainability**

How achievable a project/programme/ activity etc is in the long-term. Often measured against specific social, economic or environmental criteria

## **T**

### **Targets**

Usually the outputs or outcomes that a project aims to achieve over a particular time period and their level / quality

### **TED**

Tenders Electronic Daily - European public procurement journal; contains all active procurement notices published in the Supplement of the Official Journal of the European Union

### **Tender**

An applicant's proposal / bid submitted in response to an Invitation to Tender or tender opportunity; part of the formal process of commissioning and procurement

### **Third Sector**

Also known as Civil Society / Voluntary and Community Sector. The term is now becoming increasingly obsolete

### **Trustee**

A member of the governing board of a charity who is legally responsible for overall management and decision making

### **TUPE**

The Transfer of Undertakings (protection of employment) regulations 1981 - protects workers' terms and conditions when their employer (or the buyer in a contract) changes

## **U**

### **Umbrella organisation**

An organisation which supports others operating in a particular area (geographic, activity or function). Often, but not always, the supported organisations are members of the umbrella. Also known as second tier, intermediary or infrastructure organisation

### **Unregistered Charity**

Organisational structure – an organisation with exclusively charitable purposes and public benefit. Not all charities are required by law to register – those with an annual income of less than £5,000, for example

### **Unrestricted Funds**

An amount of money an organisation has to spend as it wishes, within the law

**User involvement**

Actively including service users' feedback, comments etc as part of the decision making process as to how a project will be run

**V****VCO**

Voluntary and Community Organisation

**VCS**

Voluntary and Community Sector; also known as Third Sector / Civil Society

**VFM**

Value for Money - works, goods or services that fully meet the buyer / grant giver's needs in terms of quality, time and price

**VONNE**

Voluntary Organisations Network North East - regional infrastructure body for the voluntary and community sector in the North East

**Vulnerable person**

Someone in receipt of, or maybe in need of, community care services by reason of disability, age or illness and who is / may be unable to take care of him/herself, or to protect him/herself against significant harm or exploitation

**W****X****Y****Z**