**Jargon Buster**

**Beneficiaries**: people who will benefit from your project.

**Capital costs**: items or equipment you need to buy, build or repair. These might include items for your group to use, such as bicycles or computers, or repairing or renovating a building.

**Evaluation**: everything you do to consider how your project is going.

You can do it on an ongoing basis – for example, by having a discussion at a committee meeting about how things are going. You can also do it at the end of the project, by looking back and thinking about what went well and what you would improve next time.

It is important to remember what you were aiming to do at the beginning of the project when you are doing an evaluation, so that you can check to see whether you are doing what you set out to do. You can use information you gather as you are running your project, (monitoring), to help you to do your evaluation. This is why the two are often referred to together as monitoring and evaluation. Together they mean gathering information about how your project is going, and then looking at it and assessing what is going well and what could be improved.

**Evidence**: facts and proof that back up your claims. When applying for funding, evidence will be needed that the people your project is for are facing particular needs or problems which you project will help overcome. When reporting to a funder who has given you a grant, you may need to provide evidence that you have done what you said you would do. This could include survey responses, registers of attendance, photographs and receipts.

**Indicators**: the things you will measure to find out whether you are achieving your outcomes and outputs. For example, an indicator of whether you are achieving the output above might be “the number of children attending cookery sessions”. An indicator of whether you are achieving the outcome above might be “responses to children’s quiz about healthy eating”.

**Match funding**: funding from more than one source for the same project. Some funders will require this.

For example, they might say “We will give you half the cost of your project, but only if you can raise the other half from another funder”.

**Monitoring**: the methods you use to find out how your project is going. They might include taking a register of participants or doing a survey of your members.

**Outcomes**: the benefits that happen as a result of your work. They are the reasons for doing your project.

For example, if you are running a children’s cooking project, an outcome could be: “local children have a better understanding of healthy eating and nutrition”.

**Outputs**: what you actually do to achieve your outcomes.

So, in the example above, an output could be “running ten cookery classes for twenty local children”. When funders ask what your outputs will be, they are asking what you are actually, specifically, going to do.

**Qualitative data**: information about what people think/feel/experience etc., about your project.

**Quantitative data**: information that you gather through your monitoring about things you can count, such as the number of people attending.

**Revenue costs**: things you need to pay for that are not physical objects or buildings. They include salary costs, refreshments, volunteer expenses, venue hire and publicity.