

Glossary of Terms

Action plan

- Describes in great detail exactly how strategies will be implemented to accomplish the objectives of a project. What change will happen; who will do what by when. (*Community Toolbox*)

Agenda

- A list of subjects that people will discuss at a meeting. (*Cambridge Learner's*)

Budget

- An itemized list of estimated expenses and income required to carry out the proposed project. It should include direct and indirect costs, and all anticipated sources of income, including matching and in-kind contributions.

Capacity building

- Capacity building means that your group is working on becoming a stronger organization, so that you can address the specific issues in your community while actively working on ways to be more effective and to make sure you will be around for the long haul. (*Community Toolbox*)

Chairperson

- Someone who controls a meeting, company, or other organization. (*Cambridge Learner's*)

Communication

- Process by which messages or information is sent from one place or person to another, or the message itself. (*Cambridge Dictionary of American English*)
- Act of communicating with other people. (*Cambridge Learner's Dictionary*)
- The act of one person conveying a message (sender) to another person (receiver).

Community

- Often when we think of the term community, we think in geographic terms. Our community is the physical location (i.e. city, town or village) where we live. Communities can also be defined by common cultural heritage, language, and beliefs or shared interests; sometimes called communities of interest. (*Community Development Handbook*)
- The people living in a particular area. A group of people with the same interests, nationality, job, etc. (*Cambridge Learner's*)

Community Development

- Citizen-led efforts to define problems, develop solutions, and attract the resources necessary to implement programs or activities that address the identified problems. (*Community Development Works*)

- Community development is a process with a purpose. The purpose is to influence the changing nature of the socio-economic environment of a community in order to meet the community's evolving needs and objectives. (*CDC binder*)
- Planned evolution of all aspects of community well-being (economic, social, environmental and cultural). It is a process whereby community members come together to take collective action and generate solutions to common problems. (*Community Development Handbook*)

Community Economic Development (CED)

- Citizen-led, community-focused job creation and other business-related activities that lead to increased financial viability. (*Community Development Works*)
- CED is the integration of the processes of community development and economic development. CED is a form of self-help that seeks to marry strategies of social and economic development through building capacity within the community. (*CDC binder*)
- CED is a process where people living in a community work together to create a diversified and sustainable local economy. (*CED Online*)
- CED is a process by which members of the community come together out of a common interest, concern for, and desire to develop their community. This process takes an approach that build long-term community capacity and spirit. CED fosters integration of economic, social, and environmental objectives. (*Community Futures Network Society of Alberta*)

Community-based

- Community Toolbox defines a community-based group as one that serves a well-defined neighborhood or local population, and where the majority of decision-making authority is held by people from the community it serves.

Community-based initiative

- Initiative in which the end results will have a positive impact on the community. The process will involve community members.

Development

- When someone or something grows or changes and becomes more advanced. (*Cambridge Learner's*)
- The term development may not always mean growth; it does, however, always imply change. (*Community Development Handbook*)

Direct costs

- These costs can include salaries and benefits for staff hired for the project, travel, equipment, supplies, telephone, postage, printing costs and other similar costs.

Economic development

- Economic development is a process that aims to improve the quality of life of the community's residents through investment and job creation. (*CDC binder*)

Goal

- Something you want to do successfully in the future. (*Cambridge Learner's*)
- An aim or purpose.

Goal Statement

- A goal statement identifies a specific goal to be achieved.

Grant

- An amount of money provided by a government or organization for a special purpose. (*Cambridge Learner's*)
- An amount of money that doesn't need to be repaid.

Indirect costs

- Costs that are not readily identifiable as direct costs but are necessary for the overall operation of the organization so it can carry out the proposed project.

In-kind contributions

- The dollar value of non-cash contributions, such as volunteer time, donation of supplies, or use of facilities.

Intangible

- Not able to be seen or physically felt. (*American English*)

Leadership

- The job of being in control of a group, country, or situation. (*Cambridge Learner's*)
- Quality or ability that makes a person a leader, or the position of being a leader. (*Cambridge Dictionary of American English*)

Leadership Development

- Attaining the skills and experiences that will enable a person to assume a leadership position in a community and meet the challenges this entails. (*Community Development Works*)

Loan

- An act of lending something, esp. a sum of money that has to be paid back with interest, or an amount of money that has been lent. (*Cambridge Dictionary of American English*)

Matching contributions

- Contributions to the project that have been provided on a dollar for dollar basis.

Minutes

- An official record of what is being said and decided during a meeting. (*Cambridge Learner's*)

Mission

- The mission statement describes what the group is going to do, and why it's going to do that. A mission statement is more "action-oriented" than a vision statement. (*Community Toolbox*)

Mission Statement

- Mission statements might refer to a problem. And while they don't go into a lot of detail, they start to hint – very broadly – at how your organization might fix the problem. (*Community Toolbox*)
- Your mission statement should inspire people to take action.

Motion

- A suggestion that you make in a formal meeting or court of law. (*Cambridge Learner's*)

Needs

- The gap between what a situation is and what it should be. (*Community Toolbox*)
- The things you need in order to have a good life. (*Cambridge Learner's*)

Needs Assessment

- Generally focuses on the conditions in the lives of your clients or constituents that you wish to change. (*Grantsmanship Center News*)

Networking

- Ability to see everyone you know as being a potential information source. The majority of information attained is through an informal process.

Objective

- Broad goals that refer to specific measurable results of an initiative. (*Community Toolbox*)
- Something that you are trying to achieve. (*Cambridge Learner's*)

Outcome

- The final result of an activity or process. (*Cambridge Learner's*)
- The result or effect of an action, situation or event. (*American English*)

Partnership

- When two people or organizations work together to achieve something. (*Cambridge Learner's*)

Perception

- What you think or believe about someone or something. A thought, belief, or opinion, often held by many people and based on appearances. (*Cambridge Learner's Dictionary*)
- Becoming aware of something via the senses. (*WordNet – Princeton University*)

Philanthropy

- Involves the donation or granting of money to various worthy charitable causes. (*Wikipedia*)
- Voluntary promotion of human welfare.
- Generous help or benevolence toward one's fellow man. (*Webster's Dictionary*)

Problem statement

- Looks at a particular situation, relates to similar situations that exist in other communities, and shows the broader implications of your program. (*Grantsmanship Center News*)
- A problem statement or needs assessment documents the needs to be met or problems to be solved by the proposed funding. (*Grantsmanship Center News*)

Proposal

- A suggestion for a plan. (*Cambridge Learner's*)

Qualitative

- Qualitative results reflect people's judgments, opinions, perceptions and attitudes of a given situation or subject. (*Canadian International Development Agency*)
- Relating to how good something is and not how much of it there is. (*Cambridge Learner's*)

Quantitative

- Quantitative results are measures of quantity. (*Canadian International Development Agency*)
- Relating to quantity. (*Cambridge Learner's*)

Resource

- Resources are those things that can be used to improve the quality of life. (*Community Toolbox*)
- Something that a country, person, or organization has which they can use. (*Cambridge Learner's*)
- The term resource is often understood to mean money; however, in the context of community development it can mean far more than that. Community development includes natural, human, financial and infrastructure resources. (*Community Development Handbook*)

Result

- A describable or measurable change resulting from a cause and effect relationship. Consequences of actions taken to meet certain purposes. (*Canadian International Development Agency*)
- Something that happens or exists because something else has happened. Information that you get from something such as an exam, a scientific experiment, or medical test. (*Cambridge Learner's*)

Secretary

- Someone who arranges meetings and takes minutes at the meetings.

Service providers

- Agencies that address basic human needs through activities, i.e. programs for people with developmental disabilities, childcare, healthcare, and elder care. (*Community Development Works*)

Strategy

- Strategies explain how the initiative will reach its objectives. (*Community Toolbox*)

Teamwork

- Combined actions of a group of people working together effectively to achieve a goal. (*Cambridge Dictionary of American English*)
- When a group of people work well together. (*Cambridge Learner's Dictionary*)

Vision

- The vision statement (the dream) describes what your organization believes are the ideal conditions for your community; how things would look if the issue important to you were perfectly addressed. (*Community Toolbox*)

Vision Statement

- Vision statements are short phrases or sentences that convey your community's hopes for the future. (*Community Toolbox*)
- Your vision statement should inspire people to dream.

Volunteer

- A volunteer has been defined as anyone who performs a service for an organization without pay. Volunteers give freely of their time and effort to serve their communities. (*Ontario Ministry of Tourism and Recreation*)