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GLOSSARY

Activity: Small units of work that have a logical relationship between one another. Each of them has a define duration in time. Those organized actions can be performed by a single person or a group. It is often used as an alternative term for task.

Benefits: Benefits are optional, non-salary compensation offered to employees in addition to their salary. These benefits may include group insurance (illness, dental, vision, life, etc.), disability insurance, pension plan, etc.

Canadian Content Development (CCD): [Canadian Content Development](#) consists of various funding initiatives by broadcasters to help create and promote audio content for broadcasting using Canadian resources. These initiatives provide support, promotion, training and development of Canadian musical and spoken word talent, including journalists.

Financial Statements: Typically, financial statements include at least the following three statements: balance sheet or statement of financial position, income statement or statement of activities, and a statement of cash flows. Audited financial statements include a notice to reader, review engagement or auditor's report.

Honorarium: Amount paid to self-employed workers in exchange of professional services (instead of a salary that applies to the remuneration of those who are bound by an employment contract).

In-kind Contributions: Goods or services that are provided without charge by a third party or by the applicant. In-kind contributions can be, for example, equipment, books, food, or space.



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Fixed Assets: Durable assets held for use in the day-to-day activities of the station and serving its activities in a sustainable manner. These assets represent committed investments in order to develop the productive potential of the organisation. It can be consoles, furniture, computer equipment, etc.

Mandatory Employment Related Costs (MERCs): Payments that an employer is required to give employees with respect to employment insurance, the Canada Pension Plan, the employer's liability insurance plan and annual leave.

Need: State of necessity felt by the station that varies according to its location, the community it serves, their financial resources or any other factor.

Goal: Objective of activities accomplished throughout the project. In the context of our programs, a goal must be measurable.

Official Signer: Person who has been given the authority by the station's board of directors to enter into binding contracts. The board can sometimes grant this legal authority to specific organizational positions (e.g. President or Station Manager).

Operating Budget: Document that lists the planned revenues and expenditures of a station for the current fiscal year.

Partnership: An association between two or more organisations or entities that decide to cooperate in order to achieve a common goal.

Per diem: Indemnity provided to reimburse the daily expenses incurred by a person traveling while performing his/her duties. Most often, it is a lump sum to cover living expenses such as accommodation and meals.

Project: In the context of the application, a project is a planned set of activities to be executed over a funding term in order to meet a defined need.

Result: It reflects changes and new situations brought about by the project. It is also a result of the set goals and activities made possible by funding.



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Results-based Management: Management approach used to improve effectiveness and accountability practices for projects, with a focus on achieving concrete and realistic results.

Risk: The possibility that an undesirable event occurs during a defined time interval.

Salary: A salary is a sum of money paid to an employee for the work done for the station. The salary consists of a fixed remuneration to which can be added commissions, allowances and benefits.

Volunteer: A person who does an activity and brings his/her expertise to a station without being paid