

# **GLOSSARY OF DISCRETIONARY GOVERNMENT GRANT TERMS**

**Extended Second Edition**

**English Version**

# Table of contents

List of concept diagrams.....	3
Foreword.....	4
Structure and layout of the Glossary.....	5
Concepts, definitions and terms.....	5
Structure of the Glossary.....	5
Structure of terminological entries.....	5
Interpreting the concept diagrams.....	8
Introduction to concepts in Chapters 7 and 8.....	10
Introduction to the English-language terms.....	12
1 Types of discretionary government grants.....	13
2 General concepts related to discretionary government grants.....	17
3 Activities related to discretionary government grants.....	20
4 Parties related to discretionary government grants.....	27
5 Administrative matters and administrative decisions.....	32
6 Documents related to discretionary government grants.....	40
7 Concepts related to subjects, ability to have an effect and evaluation of activities.....	46
7.1 Subjects of activity.....	46
7.2 Directions and consequences of activity.....	51
7.3 Evaluation.....	61
7.3.1 Activities related to evaluation.....	61
7.3.2 Performing evaluation.....	66
7.3.3 Evaluated characteristics.....	76
8 Concepts describing activities financed by a government grant.....	82
8.1 Financial planning, reporting and status.....	82
8.1.1 Revenue, expenditure, expenses and costs.....	82
8.1.2 Financing and value of resources.....	93
8.2 Parties in activities financed by a government grant.....	97
8.3 Resources.....	104
8.4 Project activities and parties.....	108
English index.....	114
Svenskt register.....	118
Suomenkielinen hakemisto.....	121

## List of concept diagrams

Concept diagram 1. Types of discretionary government grants.....	16
Concept diagram 2. General concepts related to discretionary government grants.....	19
Concept diagram 3. Activities related to discretionary government grants.....	26
Concept diagram 4. Parties related to discretionary government grants.....	31
Concept diagram 5. Administrative matters and administrative decisions.....	39
Concept diagram 6. Documents related to discretionary government grants.....	45
Concept diagram 7. Subjects of activity.....	50
Concept diagram 8. Change and effect.....	59
Concept diagram 9. Consequences of activity.....	60
Concept diagram 10. Evaluation.....	65
Concept diagram 11. Performing evaluation.....	75
Concept diagram 12. Evaluated characteristics.....	81
Concept diagram 13. Revenue and expenditure.....	90
Concept diagram 14. Costs.....	91
Concept diagram 15. Total amount of costs.....	92
Concept diagram 16. Financing and value of resources.....	96
Concept diagram 17. Parties in activities financed by a government grant.....	102
Concept diagram 18. Partners and contracts.....	103
Concept diagram 19. Resources.....	107
Concept diagram 20. Project activities and parties.....	113

## Foreword

The Glossary of Discretionary Government Grant Terms defines key concepts related to government grant activities, providing national terminology recommendations and term equivalents in Swedish and English. The Glossary clarifies and harmonises concepts used by more than 90 government grant authorities. The Glossary helps government grant applicants make their communications on government grants more consistent and easier to understand. Shared concepts also harmonise the data collected on government grant activities and demonstrate the impacts of grant-financed activities.

The Glossary was drawn up by a terminology group working in collaboration with government grant applicants and specialists from several branches of government. The reference data includes government grant legislation, key public administration glossaries, academic literature, and data from government grant authorities and civil society organisations. The terminology work was carried out by the Finnish Terminology Centre's terminologist together with a specialist from CSC – IT Center for Science, and the Swedish and English versions were drawn up by the Translation and Language Division of the Prime Minister's Office. The terminology group will later focus on maintaining and developing the Glossary.

This publication complements the previous edition of the Glossary published in 2021. Chapters 7 and 8 were added, providing concepts related to grant-financed activities, ability to have an effect, evaluation and finances, as well as the resources of government grant activities. The earlier edition (Chapters 1 to 6) contained concepts defining the types of discretionary government grants, and matters related to the interaction between government grant authorities and applicants. For the new edition, some of these concepts were clarified and new references to conceptual relations added. The opinions received during the consultation round in spring 2021 were also taken into account.

The terminology work is part of a Ministry of Finance project for developing and digitalising government grant activities. The project parties hope that the government grant authorities and applicants alike will explore the terminology recommendations and adopt these jointly defined concepts in their communications and interaction.

This version of the Glossary only provides content in English. The same content, i.e. the concept definitions, notes and concept diagrams, can be found in Finnish, Swedish and English in the Glossary of Discretionary Government Grant Terms, Extended Second Edition ([Valtiovarainministeriön julkaisu 2023:33](#)), published in the Ministry of Finance's publication series.

For more information about the Glossary, contact [valtiovastustopalvelut@valtiokonttori.fi](mailto:valtiovastustopalvelut@valtiokonttori.fi)

## Structure and layout of the Glossary

### Concepts, definitions and terms

The aim of the Glossary is to produce reliable definitions, concept systems, term recommendations and equivalent terms. Therefore, the Glossary has been compiled in a systematic way, following the terminological principles and methods laid down in the international standards drawn up by the ISO/TC 37 (International Organization for Standardization / Technical Committee 37 Language and terminology).

The most essential element in terminology work is the concept. While general-language dictionaries focus on words and their meanings, glossaries compiled using terminological methods are based on concepts and the relations between them.

**Concepts** are mental constructs formed by the human mind that correspond to objects in the real world. **Objects**, for their part, have properties. The abstractions that the human mind derives from properties are called characteristics. The intension of a concept is formed by a group of characteristics, the essential and delimiting ones of which are included in a **definition**. Terminological definitions are elaborated in such a way that they can be used to identify the place of each concept in a concept system. **Terms** are denominations of concepts, and they can be used to briefly refer to the whole content of a concept.

### Structure of the Glossary

The concepts in this Glossary are **thematically** grouped into chapters, and within the chapters, related concepts are placed close to each other.

An **alphabetical index** can be found at the end of the Glossary. The numbers in the index refer to the entry numbers used in the Glossary. The index consists of preferred, admitted and deprecated terms in the Glossary, and it also contains such search words that are closely related to certain concepts in the Glossary. Each search word is marked with a reference to the related concept and its entry number.

### Structure of terminological entries

The concepts in the Glossary are presented in terminological entries and in diagrams illustrating concept systems. Concept systems and terminological entries are intended to complete each other. All concepts in the Glossary, however, are not included in concept diagrams.

A terminological entry starts by listing the **terms** related to the concept in question. The first terms to be given are those in the main language of the Glossary (main language referring to the language on which the concept analysis in the project is based). If the concept has been defined, the terms are followed by a **definition**, which can be complemented by **notes** providing supplementary information. The concepts have consecutive numbers. An entry describing a concept of this glossary is cited below as an example with explanations:

Notation used in terminological entry	Explanation of notation
<b>5</b>	consecutive entry number
fi hankeavustus	terms in Finnish; the preferred one first, followed by admitted synonyms
mieluummin kuin: hanketuki	term whose use is not recommended, for example, on linguistic grounds
sv projektunderstöd <i>n</i>	equivalents in Swedish ( <i>n</i> = neuter gender 'ett')
en government grant for projects; project grant	equivalents in English
rather than: project subsidy	term whose use is not recommended, for example, on linguistic grounds
not: project aid	deprecated term; the term does not have the same meaning as the preferred term and should therefore not be used in the defined meaning; or the term is linguistically erroneous or obsolete
<i>special grant</i> that may be awarded to a <i>project</i> that has a specific purpose and is of limited duration	English translation of the definition
A project grant can be awarded to both legal persons and natural persons, or the <i>type of financing recipient</i> may be limited to either legal persons or natural persons.	English translation of the note
Concept diagram: <a href="#">Types of discretionary government grants</a>	reference to the concept diagram in English that contains the concept

The following symbols and notations are used in the Glossary:

Notation in terminological entry	Explanation of notation
fi	terms in Finnish; the preferred one first, followed by admitted synonyms
sv	terms in Swedish; the preferred one first, followed by admitted synonyms
en	terms in English; the preferred one first, followed by admitted synonyms
<i>link in italics</i>	(in definition and note) term in italics is a reference to a concept defined in the Glossary; in an electronic version of the Glossary, the term works as a link
non-italicised link	(in a definition or note) link that leads to a location outside the Glossary
(1)	(number in parentheses after a term) homonym; indicates that the Glossary contains two or more terms that have identical spellings but different meanings, e.g. <i>impact (1)</i> and <i>impact (2)</i>
mieluummin kuin: hellre än: rather than:	term whose use is not recommended, for example, on linguistic grounds
ei: inte: not:	deprecated term; the term does not have the same meaning as the preferred term and should therefore not be used in the defined meaning; or the term is linguistically erroneous or obsolete
n	gender of the term is neuter (in Swedish: 'ett' gender)
pl	term is used in plural form
>	the term refers to a concept that is narrower than the defined concept
<administrative decisions>	(text in angle brackets under the entry number) subject field for which the definition applies or the point of view from which the definition is drawn up
<in EU>	(text in angle brackets after the term) scope of term usage or specification of the cases in which the term can be used
Concept diagram:	reference to one or more concept diagrams containing the concept; in an electronic version of the Glossary, the name of the diagram works as a link

## Interpreting the concept diagrams

Concept diagrams aim to visualise relations between concepts and help to show each concept as a part of a larger whole. The terminological relations are represented in UML (Unified Modeling Language) notation (see ISO 24156-1 Graphic notations for concept modelling in terminology work and its relationship with UML – Part 1: Guidelines for using UML notation in terminology work). The diagram on the next page gives examples of how concept relations are illustrated.

Representing concepts in diagrams

- concept diagrams display the entry number, the preferred term, a possible homonym number in parentheses, and the definition of the concept in question
- concept diagrams may also include terms not in bold-type; they are there to make it easier to interpret the diagram but are not defined in the Glossary

**Generic relation** (line that ends in a triangle  $\rightarrow$ )

- between a broader superordinate concept (*special grant*) and a narrower subordinate concept (*government grant for investment purposes* and *government grant for projects*)
- the subordinate concept has all the characteristics of the superordinate concept and at least one additional characteristic, and it covers a smaller set of objects than the superordinate concept
- a subordinate concept can be regarded as a special case of the superordinate concept
- the triangle points towards the superordinate concept

**Partitive relation** (line that ends in a diamond  $\diamond$ )

- subordinate concepts are parts of the whole formed by the superordinate concept
- the characteristics of the superordinate concept are not included in the subordinate concept the same way as in the generic concept system
- for example, the concept *payment of a government grant* and the concept *reporting on an activity financed by a government grant* are parts of the superordinate concept *government grant activities*
- the diamond points towards the superordinate concept

**Associative relation** (line without any symbol at the end)

- a concept relation that cannot be classified as generic or partitive (for example, relations based on time, location, function, tool, or origin)
- the type of the relation is usually manifested in the linguistic form of the definition
- for example, the relation between a *discretionary government grant* and a *government grant programme* is associative

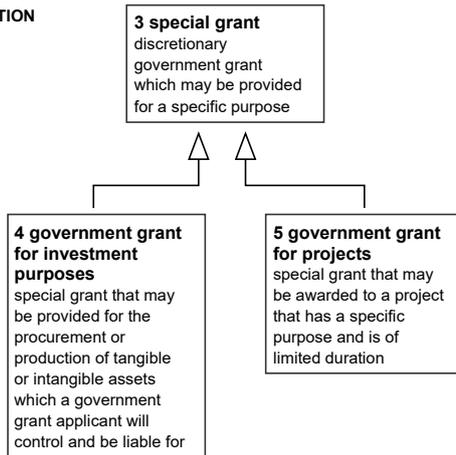
**Multidimensional concept system** (line connected to a text element showing a criterion of subdivision)

- a superordinate concept may be divided into different ranges of subordinate concepts (different dimensions) by applying different criteria of subdivision
- subordinate concepts that belong to a certain dimension (those shown under the same criterion of subdivision in a diagram), are always mutually exclusive (for example, a *direct effect* cannot be an *indirect effect*)
- subordinate concepts that belong to different dimensions can be combined to form new concepts (for example, a *significant effect* can be a *direct effect* or an *indirect effect*)
- the criterion of subdivision is often marked in the middle of the line (for example, the concept *effect* has been divided into subordinate concepts on one hand according to the cause of the effect and on the other hand according to valuation of effect)

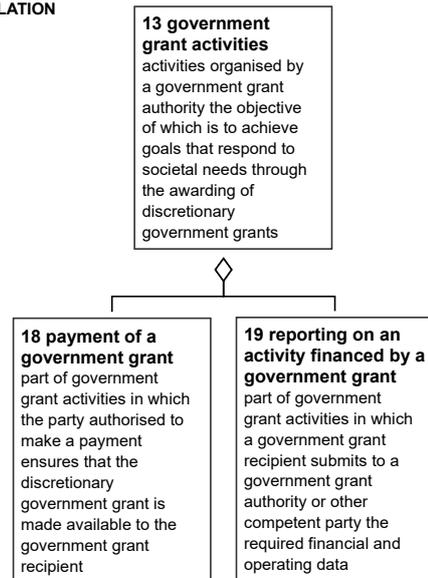
**Supplementary information to the definition** (dashed line - - - )

- dashed lines illustrate concept relations that are not reflected in the wording of the definition (for example, the associative relation between an *intended purpose of a government grant* and an *approved purpose of a government grant* is marked with a dashed line because their definitions have no direct reference to each other)
- concept relations marked with dashed lines provide information supplementary to the definition, and help the user to understand concepts
- dashed lines can be used to illustrate any concept relation: generic relation, partitive relation, or associative relation

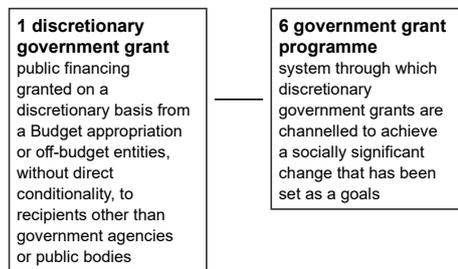
GENERIC RELATION



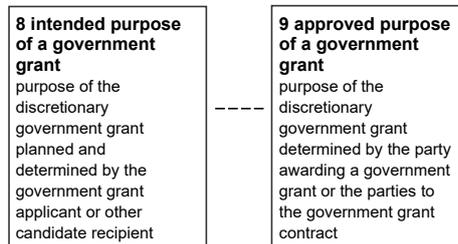
PARTITIVE RELATION



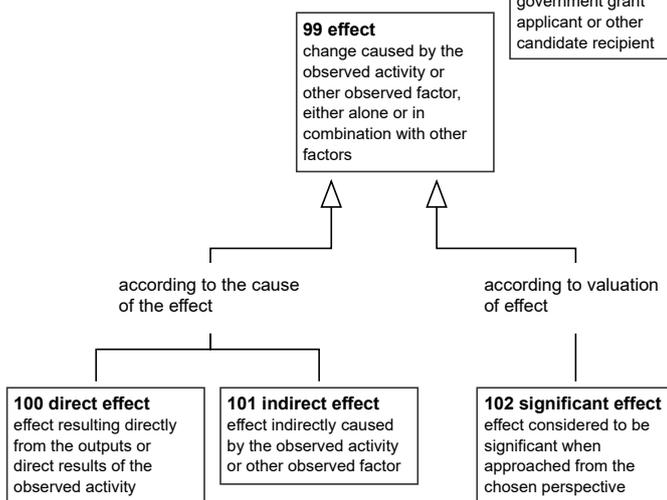
ASSOCIATIVE RELATION



SUPPLEMENTARY INFORMATION TO THE DEFINITION



MULTIDIMENSIONAL CONCEPT SYSTEM



## Introduction to concepts in Chapters 7 and 8

Chapter 7 defines concepts that describe what the activities are intended to achieve. The chapter first presents the concepts of *output* and *direct result* to describe the activity's concrete and immediate *results*. However, grant-financed activities also deal with complex social changes that may not follow directly from the activities. To address this dimension, concepts such as *phenomenon*, *system* and *determinant* can be used to describe what the activity's larger sphere of influence should be, while concepts such as *direct effect* and *indirect effect* describe how the activity may influence such system involving phenomena and determinants.

Chapter 7 also provides several concepts related to evaluation, and to the characteristics of activities. Evaluation of grant-financed activities is often carried out at several stages; activities may be evaluated before they are launched, during their implementation or after they have ended. The concepts added to this edition of the Glossary, such as *purpose of evaluation*, *subject of evaluation* and *evaluation question*, help describe, in a structured manner, what the evaluation is intended to achieve. The evaluation implementation stage is described with concepts such as *compilation of evaluative analysis source data*, *evaluative analysis* and *making evaluation answers available*.

The section describing characteristics provides definitions for several concepts whose usage was found to have a great deal of variation in the data examined. This section defines the *ability to have an effect* as a characteristic of an activity alongside *productivity* and *economic efficiency*. The definitions for productivity and economic efficiency are close to those used in economics.

With regard to the *ability to have an effect* (fi: vaikuttavuus, sv: genomslag), the Finnish term is widely used to refer to a social or otherwise significant *effect*. The terminology group therefore made an important decision to limit its definition to a characteristic of an activity. Any activity may have effects, whether small or big. When considering the *changes* the activity has made, we consider its effects. But when we observe the activity from the perspective of these effects, we consider a characteristic; that is to say, the ability of that activity to have an effect. For comments on the English term equivalents, see 'Introduction to the English-language terms'.

The Glossary also defines many other characteristics of both activities and results, such as *significance*, *feasibility* and *relevance*, which should be of use when evaluating activities or the plans for them.

In summary, Chapter 7 provides concepts for describing what an activity is intended to achieve – as an immediate, measurable *objective* or as a *goal* over a longer period – and how the degree to which the objectives have been achieved can be evaluated.

Chapter 8 first covers concepts for financial planning and reporting. The concepts in the first section deal with financial events resulting from the activities, such as *revenue*, *expenditure*, *income* and *expense*, or specifically relate to the handling of government grant matters, such as *eligible cost*. In defining these concepts, any established usage of financial management terminology has been followed. In the absence of such usage, the Glossary remains as close as possible to the established terminology for government grant activities. However, the terminology group has also agreed on new, more precise definitions for concepts whose usage was found to have considerable variance.

Concepts related to parties, resources and project-based activities are presented towards the end of Chapter 8. In relation to parties, in addition to general concepts such as *person* and *organisation*, the Glossary provides concepts specific to projects, such as *project organisation* and *party implementing a project*. The chapter also defines concepts relevant to cooperation, such as *partner* and *network*, including specifically project-related concepts, such as *project partner* and *supporter*.

In this Glossary, *resources* refer to capabilities that are both necessary and whose purpose is to enable the activities. Elsewhere in literature, resources may be described with various other perspectives and terminology. This Glossary includes a limited number of resource-related concepts which the terminology group considered most relevant to planning and to describing plans, such as labour input and tool. Further resource concepts may be defined at a later stage.

This edition of the Glossary presents additional concepts related to activities, with a focus on projects. The aim has been to define common concepts for describing a range of projects, whether involving a few activities carried out by one person or encompassing major product development jointly implemented by large companies. As far as possible, the concepts follow established project management terminology, while avoiding a commitment to any specific project model.

The concepts for project-related activities are divided into three categories. *Project establishment* is the only concept that relates to an external partner who seeks to achieve the project's objectives. *Project management* is an umbrella term that encompasses activities related to project monitoring and management, while *project implementation* covers activities for delivering the planned measures and outputs.

Together these concepts help describe who carries out the project, what kind of project it is and under which conditions it can take place. In summary, Chapter 8 provides concepts for describing the organisation of activities. When these concepts are combined with those describing the consequences of activities, presented in Chapter 7, it becomes possible to describe *logic models*; what kind of activities and resources are chosen to produce the effects and what those effects should be.

## Introduction to the English-language terms

The English terminology group's task was to choose terms for the Glossary that would follow the established use of the terms in the field of discretionary government grants but that would not contradict the concept definitions.

At times, this posed challenges. For example, Finnish speakers may use two terms, *vaikuttavuus* (en: ability to have an effect) and *vaikutus* (en: effect, impact) to describe changes an activity has achieved. When defining these concepts for the Glossary, the Finnish terminology group decided to eliminate this overlap by limiting *vaikuttavuus* to a concept that, instead of focusing on the change achieved, would only describe a characteristic of the activity.

In evaluating how an activity has achieved its objectives, many industry standards, such as ISO 9000 Quality Management, give *effectiveness* as the equivalent for *vaikuttavuus*. However, according to the feedback the English terminology group received during the glossary project, the term *effectiveness* is used in Finland in the context of government grant activities to describe *tuloksellisuus*. In other contexts, the English translations of this term cover performance, profitability and success.

Consequently, *effectiveness* in the context of government grants no longer corresponded to the definition of the concept or to its established use. For this reason, the English terminology group decided to create a descriptive term equivalent for *vaikuttavuus*, *ability to have an effect* or *ability to have an impact*.

Moreover, the English terminology group received feedback that the English term *impact* may be used to describe significant, far-reaching effects in the context of evaluation. However, the group decided to recommend both *effect* and *impact* for translating the Finnish term *vaikutus*, as the difference in meaning is not established in other contexts in English.

# 1 Types of discretionary government grants

1

- fi valtionavustus; apuraha <luonnollisten henkilöiden valtionavustuksista, säädöksissä>  
ei: valtionapu
- sv statsunderstöd *n*; stipendium *n* <om statsunderstöd till fysiska personer, i författningar>  
hellre än: statsbidrag *n*  
inte: statsstöd *n*
- en discretionary government grant; government grant;  
grant <in discretionary government grants awarded to natural persons>  
rather than: central government grant  
not: central government transfer; government transfer; government subsidy; government support; government aid;  
state aid <in EU>

definition

public financing granted on a discretionary basis from a Budget appropriation or off-budget entities, without direct conditionality, to recipients other than government agencies or public bodies

note

The two types of discretionary government grants are *general grant* and *special grant*.

General grants may only be awarded to legal persons. Special grants may be awarded to both legal persons and natural persons.

Each *call for government grant applications* will specify the *types of financing recipients* eligible to apply for the discretionary government grants included in the call. Both legal persons and natural persons may be eligible to apply, or the type of recipient may be limited to either legal persons or natural persons. For example, in 2019 the Finnish Heritage Agency awarded discretionary government grants for the restoration of buildings and cultural environments to both legal and natural persons.

General legal provisions on discretionary government grants are laid down in the Act on Discretionary Government Grants (688/2001). Provisions may also be issued by a special act. In this case, both acts apply, but the Act on Discretionary Government Grants is secondary to the special act. In *government grant activities*, the provisions of the Act on Discretionary Government Grants may be followed in full or in part. For example, the Act lays down provisions on a call for government grant applications, but it will not be necessary to organise the call in all cases in order to award discretionary government grants.

Discretionary government grants are public financial support.

**Term note:** The term 'discretionary government grant' (fi: valtionavustus, sv: statsunderstöd) should not be used for any forms of financial support that do not fall within the scope of the Act on Discretionary Government Grants (688/2001, section 3). The recommended term 'discretionary government grant' should always be used when the concept is mentioned for the first time or when the term appears without context. It can then be shortened to 'government grant'.

**Term note:** Some sectors refer to the Finnish term 'apuraha' (en: grant, sv: stipendium) when they mean discretionary government grants awarded to natural persons in the fields of culture, sports and the arts (for example, travel grants and research grants). In such cases, the Finnish term 'apuraha' or the Swedish term 'stipendium' is normally used because the related Finnish statute refers to it. Outside the scope of government grant activities, 'apuraha' may also refer to grants awarded to legal persons.

**Term note:** The related terms 'government support', 'government subsidy' and 'state aid' (fi: valtiontuki, sv: statsstöd) should not be used as synonyms for discretionary government grants. 'Government support' may include discretionary government grants, but only when such grants are provided for economic activities. 'State aid' is used in EU competition law and other contexts, again with a different meaning.

**Term note:** 'Government aid' (fi: valtionapu, sv: statsbidrag) is not a synonym for discretionary government grants. While 'valtionapu' or 'statsbidrag' is used in certain compound nouns that refer to discretionary government grants, it should not be used on its own in Finnish or Swedish in that sense.

**Term note:** The term 'government transfer' only refers to statutory central government transfers to local government and other bodies.

Concept diagrams: [Types of discretionary government grants](#) and [General concepts related to discretionary government grants](#)

## 2

fi	yleisavustus
sv	allmänt understöd <i>n</i>
en	general grant; discretionary general grant rather than: general government grant

### definition

**discretionary government grant** that may be awarded to a legal person for its activities, as specified in its rules, in general or for a part of its activities

### note

General grants may not be awarded to natural persons.

General and **special grants** may be awarded to the same **party** but for different purposes. For example, a **government grant authority** may award a general grant to a party for a given year and, at the same time, one or more special grants. Or a party may be awarded a general grant by one government grant authority and simultaneously a special grant by another government grant authority.

**Term note:** A general grant may be a targeted general grant intended for a specific part of activities. Examples of such grants include a discretionary government grant for activities promoting waste management in the archipelago (Ministry of the Environment) and the general grants awarded in 2018 to civil protection organisations and other similar communities in order to promote civil protection finance specific activities such as education and advice (Fire Protection Fund/Ministry of Social Affairs and Health). A general grant may also be intended for activities in general, such as the discretionary government grant for Victim Support Finland (Ministry of Justice). In some branches of government, a general grant intended for a specific part of activities is known as 'targeted general grant' (fi: kohdennettu yleisavustus, sv: riktat understöd) or 'targeted general grant for operations' (fi: kohdennettu toiminta-avustus, sv: riktat verksamhetsunderstöd)

**Term note:** In English, the term 'general government grant' should not be used because 'general government' may be confused with the translation for the Finnish term 'julkinen hallinto'. For example, the Finnish term 'julkinen talous' is 'general government finances'.

Concept diagram: [Types of discretionary government grants](#)

## 3

fi	erityisavustus
sv	specialunderstöd <i>n</i>
en	special grant

### definition

**discretionary government grant** which may be provided for a specific purpose

### note

A special grant may be awarded, for example, to a **project** of a specific duration or for the start-up phase of the activity.

Each **call for government grant applications** will specify the **types of financing recipients** eligible to apply for the discretionary government grants included in the call. Both legal persons and natural persons may be eligible to apply for a special grant, or the type of recipient may be limited to either legal persons or natural persons.

Special and **general grants** may be awarded to the same **party** but for different uses. For example, a **government grant authority** may award a general grant to a party for a given year and at the same time award one or more special grants to the same party. Or one government grant authority may award a general grant to a party while another government grant authority simultaneously awards it a special grant.

Special grants include **government grants for investment purposes** and **government grants for projects**. Certain amounts of investment grants and project grants may be provided for the same purpose, as in the case of the discretionary government grant for supporting software development in 2018 (Ministry of Economic Affairs and Employment).

Concept diagram: [Types of discretionary government grants](#)

4

- fi investointiavustus  
sv investeringsunderstöd *n*  
en government grant for investment purposes; investment grant  
rather than: investment subsidy  
not: investment assistance; investment aid

definition

*special grant* that may be provided for the *procurement* or production of tangible or intangible assets which a *government grant applicant* will control and be liable for

note

An investment grant can be awarded to both legal persons and natural persons, or the *type of financing recipient* may be limited to either legal persons or natural persons. If a *call for government grant applications* is organised, it will specify the types of recipients eligible to apply for the *discretionary government grants* included in the call.

Investment grants provided in 2018 included fleet procurement grants (Fire Protection Fund/Ministry of the Interior), investment grants for the procurement of supported housing for special groups (Funding Centre for Social Welfare and Health Organisations STEA/Ministry of Social Affairs and Health), discretionary government grants for the procurement of locally and nationally significant recreational areas (Ministry of the Interior), some airport grants (Ministry of Transport and Communications) and certain grants for ICT procurement.

Concept diagram: [Types of discretionary government grants](#)

5

- fi hankeavustus  
mieluummin kuin: hanketuki  
sv projektunderstöd *n*  
en government grant for projects; project grant  
rather than: project subsidy  
not: project aid

definition

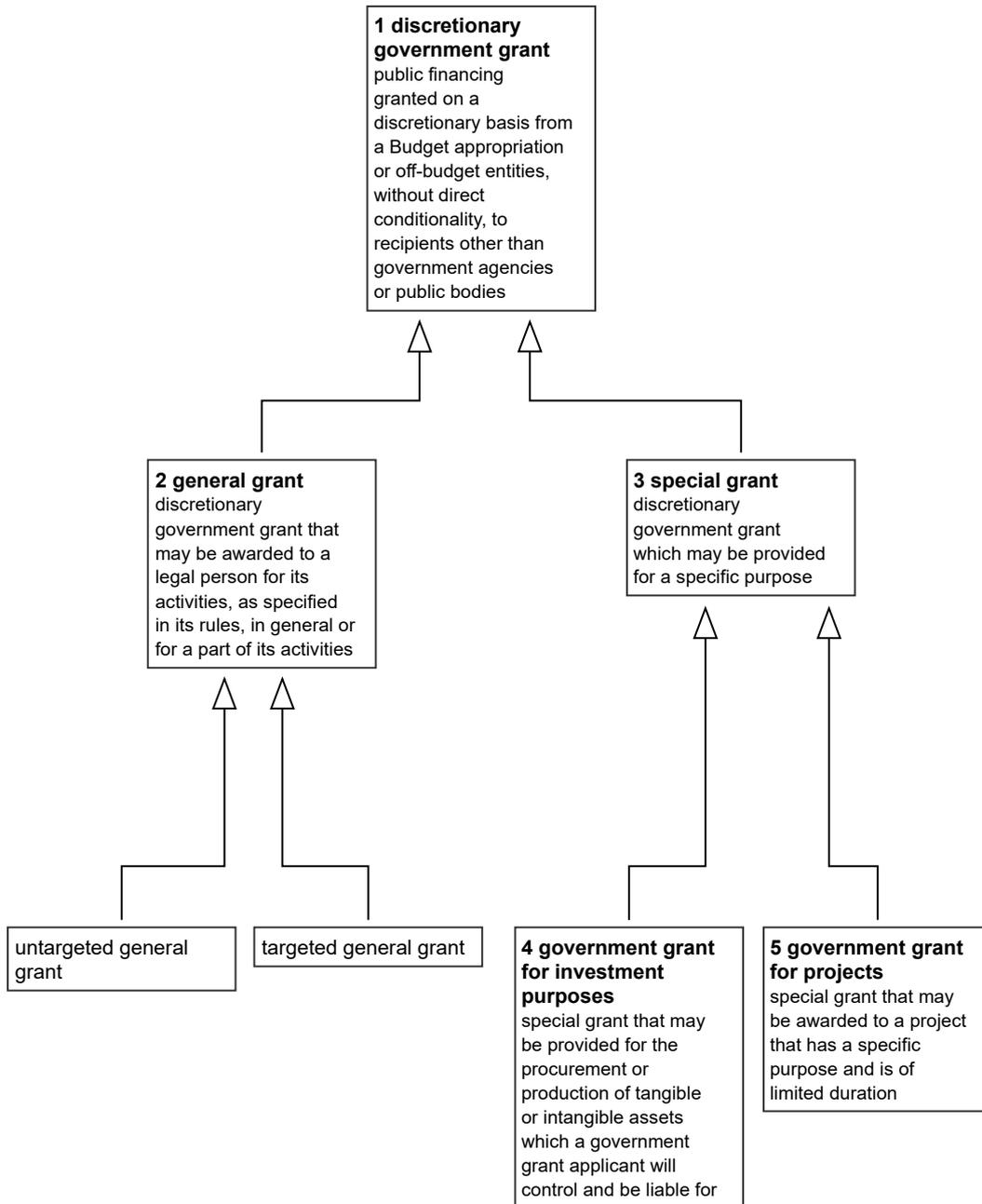
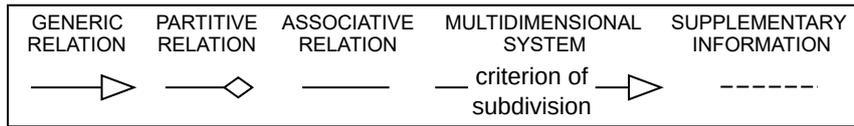
*special grant* that may be awarded to a *project* that has a specific purpose and is of limited duration

note

A project grant can be awarded to both legal persons and natural persons, or the *type of financing recipient* may be limited to either legal persons or natural persons. If a *call for government grant applications* is organised, it will specify the types of recipients eligible to apply for the *discretionary government grants* included in the call.

In 2018, government grants for projects included project grants to communities or individuals for research and development projects (Fire Protection Fund/Ministry of the Interior); some grants for promoting road safety activities (Ministry of Transport and Communications); grants for crime prevention projects (Ministry of Justice), restoration and management of cultural heritage (Finnish Heritage Agency) and food export development (Ministry of Agriculture and Forestry); and grants for projects promoting the opportunities of children and young people to engage in the arts (Arts Promotion Centre Finland).

Concept diagram: [Types of discretionary government grants](#)



Concept diagram 1. Types of discretionary government grants.

## 2 General concepts related to discretionary government grants

6

- fi valtionavustusohjelma  
sv statsunderstödsprogram *n*  
en government grant programme; programme for discretionary government grants

definition

system through which *discretionary government grants* are channelled to achieve a *socially significant change* that has been set as a *goals*

note

A government grant programme may include one or more *calls for government grant applications*.

Various providers of financing may participate in a government grant programme, each of which will finance activities and *parties* falling under its remit.

Concept diagram: [General concepts related to discretionary government grants](#)

7

- fi valtionavustuskelpoisuus  
sv rätt till statsunderstöd; berättigande *n* till statsunderstöd  
en eligibility for a government grant

definition

characteristic that indicates that the conditions for awarding a *discretionary government grant* are met

note

Eligibility for a government grant can be considered from the point of the *intended purpose of a government grant*, *government grant applicant*, *government grant recipient* or *activity financed by a government grant*.

Eligibility for a government grant may change, and the *government grant authority* may impose an obligation to provide evidence of eligibility.

The general conditions for the provision of government grants are laid down in the Act on Discretionary Government Grants (688/2001). In addition, specific conditions for awarding a discretionary government grant are usually determined for each discretionary government grant or *call for government grant applications*.

Concept diagrams: [General concepts related to discretionary government grants](#) and [Evaluated characteristics](#)

8

- fi valtionavustuksen suunniteltu käyttötarkoitus  
sv planerat användningssyfte *n* med statsunderstödet  
en intended purpose of a government grant

definition

purpose of the *discretionary government grant* planned and determined by the *government grant applicant* or other *candidate recipient*

note

The government grant applicant provides a brief description of the intended purpose of the discretionary government grant in the *government grant application*. The applicant may also be asked to submit a more detailed description, such as an action plan.

Concept diagram: [General concepts related to discretionary government grants](#)

**9**

- fi valtionavustuksen hyväksytty käyttötarkoitus  
mieluummin kuin: valtionavustuksen kohde  
ei: avustettava toiminta (2)
- sv godtagbart användningssyfte *n* med statsunderstödet  
hellre än: föremål *n* för statsunderstödet  
inte: verksamhet som understöds
- en approved purpose of a government grant  
rather than: government grant target

definition

purpose of the *discretionary government grant* determined by the *party awarding a government grant* or the parties to the *government grant contract*

note

In the *government grant decision*, the party awarding a government grant may restrict the approved purpose in a way that differs from the *intended purpose of a government grant* proposed by the *government grant applicant*.

The party awarding a government grant includes a brief description of the approved purpose of the government grant in the government grant decision. The *government grant recipient* may be asked to describe the approved purpose more extensively in its updated action plan or its estimate of the necessary *resources* and their *costs*.

In the *reporting on an activity financed by a government grant*, the activities carried out by the *government grant recipient* may be examined in relation to both the intended and approved purpose of the government grant.

Concept diagram: [General concepts related to discretionary government grants](#)

**10**

- fi rahoituksen saajatyyppi
- sv typ av finansieringsmottagare
- en type of financing recipient

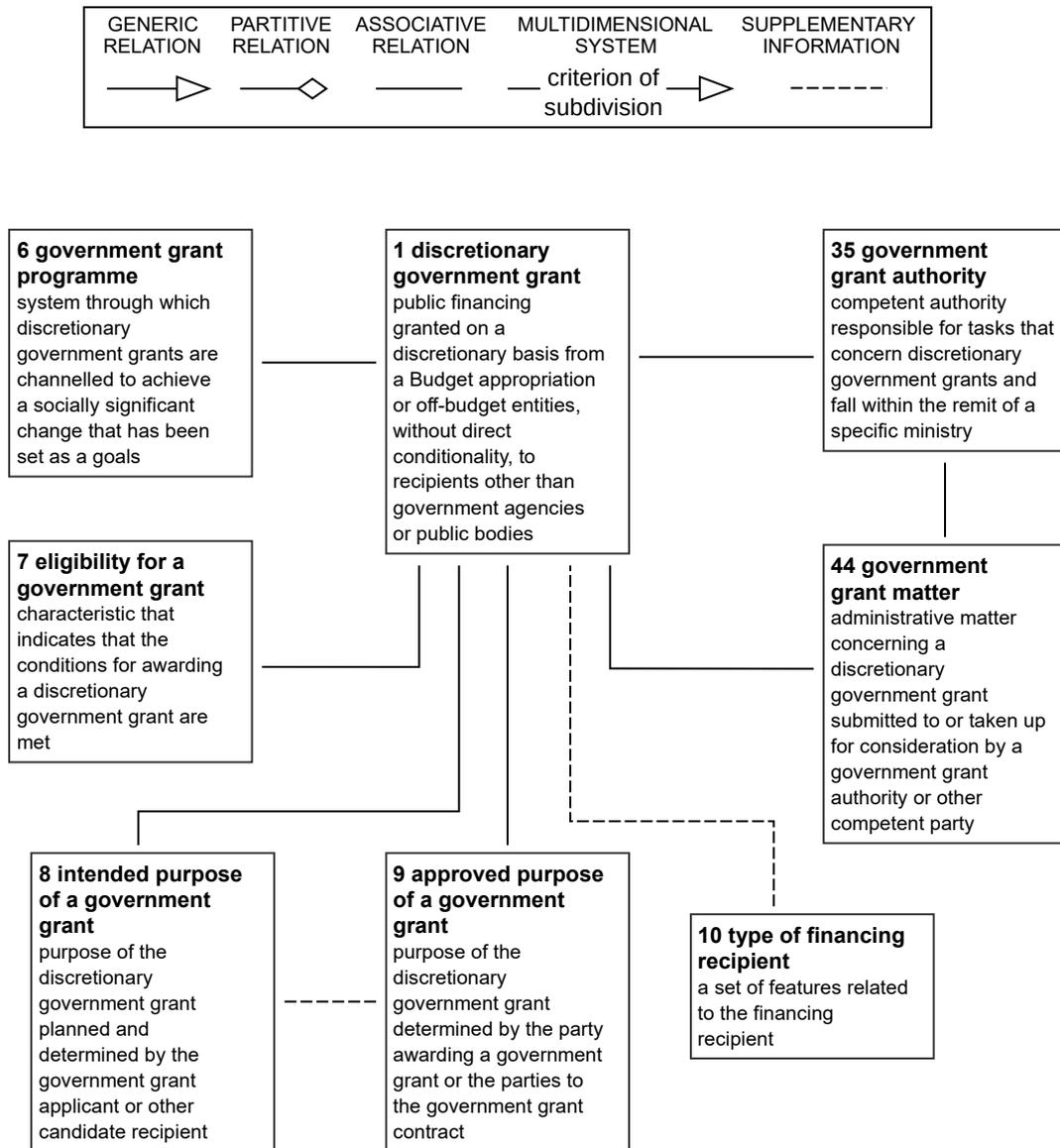
definition

a set of features related to the financing recipient

note

The information on the *discretionary government grant* includes the types of financing recipients to which the government grant can be awarded. As a rule, the *government grant recipient* may be a legal person or a natural person.

Concept diagram: [General concepts related to discretionary government grants](#)



**Concept diagram 2.** General concepts related to discretionary government grants.

### 3 Activities related to discretionary government grants

11

fi valtionavustustoiminnan suunnittelu  
sv planering av statsunderstödsverksamhet  
en planning of government grant activities

definition

activity in which one or more *parties* identify *societal needs* and plan *government grant activities* to respond to them

note

In the planning of government grant activities, the *goals* of the activities are determined in relation to the identified needs. Implementation options can also be considered. One or more *government grant programmes* may be set up to promote the objectives of government grant activities.

At this stage, cooperation may be carried out with other parties in the sector, i.e. potential *government grant applicants* and *recipients*. A ministry may issue decrees enabling government grant activities.

Concept diagram: [Activities related to discretionary government grants](#)

12

fi valtionavustusprosessi  
sv statsunderstödsprocess  
en government grant process  
rather than: government subsidy process  
not: government aid process

definition

systematic procedure for carrying out *government grant activities*

note

Government grant processes have different purposes and they cover several types of activities organised in various ways, including the *preparation of a call for government grant applications*, *call for government grant applications*, *processing of a government grant matter*, *payment of a government grant*, *reporting on an activity financed by a government grant*, *monitoring of the use of a government grant* and *evaluation of an activity financed by a government grant*.

Concept diagram: [Activities related to discretionary government grants](#)

13

fi valtionavustustoiminta  
sv statsunderstödsverksamhet  
en government grant activities *p*; activities *p* related to discretionary government grants

definition

activities organised by a *government grant authority* the *objective* of which is to achieve *goals* that respond to *societal needs* through the awarding of *discretionary government grants*

note

Government grant activities cover all types of measures from the *preparation of a government grant programme* to the *monitoring of the use of a government grant* and *evaluation of an activity financed by a government grant*.

Concept diagrams: [Activities related to discretionary government grants](#) and [Evaluation](#)

14

fi valtionavustusohjelman valmistelu  
sv beredning av statsunderstödsprogram  
en preparation of a government grant programme

definition

part of *government grant activities* in which one or more government *parties* prepare a *government grant programme*, possibly in cooperation with other parties

note

During the preparation, concrete and precise plans are drawn up, for example on what kinds of *calls for government grant applications* will be launched.

Concept diagram: [Activities related to discretionary government grants](#)

15

- fi valtionavustushaun valmistelu  
sv beredning av utlysning av statsunderstöd  
en preparation of a call for government grant applications

definition

part of *government grant activities* in which one or more *government grant authorities* or other competent parties prepare a specific *call for government grant applications*

note

The call for government grant applications may be prepared in collaboration between several *parties*.

The preparation often includes defining the information required for the *government grant application* and drawing up the *notice for a call for government grant applications* and the application instructions. It also includes the determination of matters such as the purpose of the available *discretionary government grants*, applicable legislation, *eligibility for a government grant* of parties and activities, and the timetable for the call for government grant applications.

The conditions for the use of the *discretionary government grant* are determined or further specified during the preparation. A *decision on a call for government grant applications* can be made during the preparation, if the party preparing the call has such *decision-making* as part of its procedure.

Concept diagram: [Activities related to discretionary government grants](#)

16

- fi valtionavustushaku  
sv utlysning av statsunderstöd  
en call for government grant applications  
rather than: call for proposals

definition

systematic or statutory activity which is a part of *government grant activities* and in which a *government grant authority* or other competent party enables *applying* for *discretionary government grants* for meeting a specific societal *goal* or purpose of use

note

The call for government grant applications may be directed at a particular *type of financing recipient*.

The call for government grant applications includes provision of information and advice on submitting the application, for example on the start and end dates of the application period and on the channels through which it is possible to apply for a *discretionary government grant*.

The call may be restricted to a specific period of time or it can be continuous. If the call is limited to a specific period, *government grant applications* must be submitted by a certain date. If a time limit has been defined, the call for government grant applications is also known as an application round.

The Act on Discretionary Government Grants (688/2001) provides a government grant authority with an opportunity to organise government grant activities without a call for government grant applications.

**Term note:** 'Call for proposals' should not be used in the sense defined here because many international organisations, such as the EU and the UN, use it in a broader sense to refer to making financing available for applying.

Concept diagram: [Activities related to discretionary government grants](#)

17

- fi valtionavustusasian käsittely  
sv behandling av ett statsunderstödsärende  
en processing of a government grant matter

note

As a rule, the processing of a government grant matter involves activities that are generally related to the filing and processing of an *administrative matter*, i.e. *applying*, *preparation of an administrative matter*, *hearing* and *decision-making*.

Concept diagram: [Activities related to discretionary government grants](#)

**18**

- fi valtionavustuksen maksaminen  
sv utbetalning av statsunderstöd  
en payment of a government grant; government grant payment

definition

part of *government grant activities* in which the party authorised to make a payment ensures that the *discretionary government grant* is made available to the *government grant recipient*

note

A discretionary government grant may be determined to be paid in one or more instalments. Payment may be based on a *decision on the payment of a government grant*, made at the same time with the *decision on the awarding of a government grant*, or it may be based on a *government grant contract*. Alternatively, it may be paid on the basis of separate *applications for the payment of a government grant* made by the *government grant recipient* and the decisions on the payment of a government grant issued for them.

A *government grant authority* may issue a decision ordering the discontinuation of the government grant payment and the recovery of a government grant in full or in part on grounds provided by law.

Concept diagram: [Activities related to discretionary government grants](#)

**19**

- fi valtionavustuksella rahoitettavan toiminnan raportointi  
sv rapportering av statsunderstödd verksamhet; redovisning av statsunderstödd verksamhet  
en reporting on an activity financed by a government grant

definition

part of *government grant activities* in which a *government grant recipient* submits to a *government grant authority* or other competent party the required financial and operating data

note

Different *evidence* may be required from the government grant recipient depending on where the information is needed and used. For example, reporting may be required for the activities listed below:

The reporting required in connection with a *matter concerning the payment of a government grant* includes information on the recipient's finances and other relevant matters.

The reporting required for the *evaluation of an activity financed by a government grant* includes information on actual activities and their *results*.

The *monitoring of the use of a government grant* requires reporting on matters relating to finances, legality of operations and realisation of the *approved purpose of a government grant*.

Concept diagram: [Activities related to discretionary government grants](#)

**20**

- fi valtionavustuksen käytön valvonta  
sv övervakning av användningen av statsunderstöd; tillsyn av användningen av statsunderstöd  
en monitoring of the use of a government grant

definition

part of *government grant activities* in which a *government grant authority* or other competent party collects information on the activities of a *government grant recipient* or other body implementing an *approved purpose of a government grant* and monitors that they use or have used the *discretionary government grant* in accordance with the *government grant decision* or *government grant contract* and legal acts

note

The monitoring of the use of a discretionary government grant may examine whether the recipient's finances and activities comply with the *government grant application* and the government grant decision or the government grant contract.

As a rule, the monitoring is carried out on the basis of the results of the *reporting on an activity financed by a government grant*. The monitoring may also include *audits of the use of a government grant* which scrutinise the recipient's finances and operations. In addition, the government grant authority may request *evidence* from the government grant recipient on a specific matter, such as a concern raised in a whistleblowing disclosure or during an audit visit.

Concept diagram: [Activities related to discretionary government grants](#)

**21**

fi valtionavustuksen käytön tarkastus  
sv granskning av användningen av statsunderstöd  
en audit of the use of a government grant

definition

a one-off inspection, carried out where necessary by a *government grant authority* or other authorised party, in which the party scrutinises the activities of a *government grant recipient* or a *recipient of funds from a redistributed government grant* to establish, as part of the *monitoring of the use of a government grant*, the recipient's *eligibility for a government grant* or appropriate use of the *discretionary government grant*

note

And audit of the use of a government grant may be implemented, for example, as an inspection visit.

Concept diagram: [Activities related to discretionary government grants](#)

**22**

fi valtionavustuksen palauttaminen  
sv återbetalning av statsunderstöd  
en reimbursement of a government grant

definition

part of *government grant activities* in which a *government grant recipient* pays back the *discretionary government grant* in part or in full

note

A government grant recipient may reimburse the discretionary government grant on its own initiative or when asked or instructed to do so by a *government grant authority* or other competent party

A government grant recipient must always reimburse all or part of the discretionary government grant if it was awarded erroneously, if it was manifestly unfounded, if an excessive amount was awarded, or if it could not be used as specified in the *decision on the awarding of a government grant*. In such cases, if the recipient does not reimburse the grant on its own initiative or at the request of the government grant authority or another competent authority, a *matter concerning the recovery of a government grant* will become pending.

Concept diagram: [Activities related to discretionary government grants](#)

**23**

fi valtionavustuksella rahoitettavan toiminnan arviointi  
sv utvärdering av statsunderstödd verksamhet; utvärdering av verksamhet som fått statsunderstöd  
en evaluation of an activity financed by a government grant;  
assessment of an activity financed by a government grant

definition

*evaluation* which is a part of *government grant activities* and which concerns the use of a *discretionary government grant*, the *government grant recipient* and other users of the grant, and the *results* of the *activity financed by a government grant*

note

Various parties evaluate the activity financed by a government grant, including the *party awarding a government grant*, *government grant recipient* and external parties. The evaluation may focus on the *ability to have an effect*, *productivity* or *economic efficiency* or factors related to equality or environmental impacts.

For example, a discretionary government grant could be awarded for the restoration of a lake. In that case, the evaluation of an activity financed by a government grant would focus on the measures taken to restore the lake or on the *results* of the restoration.

Concept diagrams: [Activities related to discretionary government grants](#) and [Evaluation](#)

## 24

- fi valtionavustuksella rahoitettava toiminta  
mieluummin kuin: avustettava toiminta (1)
- sv statsunderstödd verksamhet; verksamhet som fått statsunderstöd  
hellre än: understödd verksamhet
- en activity financed by a government grant; grant-financed activity  
rather than: supported activity

### definition

activity which has been awarded a *discretionary government grant*

### note

Activities financed by a government grant may include both continuous activities and *projects* or investments.

**Term note:** Use the precise term 'activity financed by a government grant' (fi: valtionavustuksella rahoitettava toiminta, sv: statsunderstödd verksamhet, verksamhet som fått statsunderstöd) or, after the longer form has been introduced in the text, 'grant-financed activity' rather than 'supported activity' (fi: avustettava toiminta, sv: understödd verksamhet). The term 'supported activity' should not be used because it is ambiguous and may also refer to activities other than those financed by a government grant.

Concept diagrams: [Activities related to discretionary government grants](#) and [Evaluation](#)

## 25

- fi valtionavustustoiminnan arviointi
- sv utvärdering av statsunderstödsverksamhet;  
bedömning av statsunderstödsverksamhet <oftast på förhand>
- en evaluation of government grant activities; assessment of government grant activities

### definition

*evaluation* carried out by one or more *government grant authorities* or other *parties* on their behalf to analyse the *effects*, necessity and development needs of *government grant activities*

### note

The evaluation of government grant activities may focus on a group of *discretionary government grants* that have common features, such as government grants included in a specific *call for government grant applications* or in a *government grant programme*. The *subject of evaluation* may cover the *results* or *indirect effects* of the *activity financed by a government grant* in addition to the activities of the government grant authority or other competent party.

The government grant authority or other competent party may assess the effects of the awarded discretionary government grants on areas such as competition, the position of different population groups or the environment.

The evaluation of government grant activities may affect matters such as the *planning of government grant activities*.

For example, efforts could be made to support the conservation of biodiversity through government grant activities. The evaluation could then focus on the discretionary government grants intended for the improvement or maintenance of biodiversity and on the results and long-term effects of the activities carried out with the help of the grants.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagrams: [Activities related to discretionary government grants](#) and [Evaluation](#)

## 26

- fi hakeminen
- sv ansökan (2)
- en applying; submitting an application

### definition

activity in which a *party* files a *government grant matter*

### note

When applying concerns a *discretionary government grant*, it may make pending various matters, such as a *matter concerning the awarding of a government grant* or a *matter concerning the payment of a government grant*.

Concept diagram: [Activities related to discretionary government grants](#)

**27**

fi hallintoasian valmistelu  
sv beredning av ett förvaltningsärende  
en preparation of an administrative matter

definition

activity in which a *government grant authority* or other competent party prepares a pending *administrative matter* for its resolution

note

During the preparation of a *government grant matter*, a *government grant authority* or other competent authority may request various parties to provide appraisals or opinions regarding the matter. The *official preparing the government grant matter* may request the *government grant applicant* or the *candidate recipient of a government grant* to submit further *evidence* in addition to the information already provided.

The preparation of a government grant matter may be carried out for many types of government grant matters.

Concept diagram: [Activities related to discretionary government grants](#)

**28**

fi kuuleminen  
sv hörande *n*  
en hearing

definition

activity in which a party is given an opportunity to express an opinion or explanation on a pending *administrative matter* before an authority or other competent party and, where appropriate, on facts or evidence that may affect the decision on the matter

note

Under the Administrative Procedure Act (434/2003), a hearing must, as a rule, be conducted. The Act specifies when a party does not need to be heard.

Concept diagram: [Activities related to discretionary government grants](#)

**29**

fi päättäminen  
sv beslutsfattande *n*  
en decision-making; making a decision

definition

activity by which an authority or other competent party resolves a pending *administrative matter*

note

As a rule, a presentation procedure is followed when making a decision on a *government grant matter*. If this is the case, the decision-making will involve a proposal for a decision submitted by the *official presenting a government grant matter* and, to resolve the matter, an *administrative decision* issued by the *official making a decision on a government grant matter*.

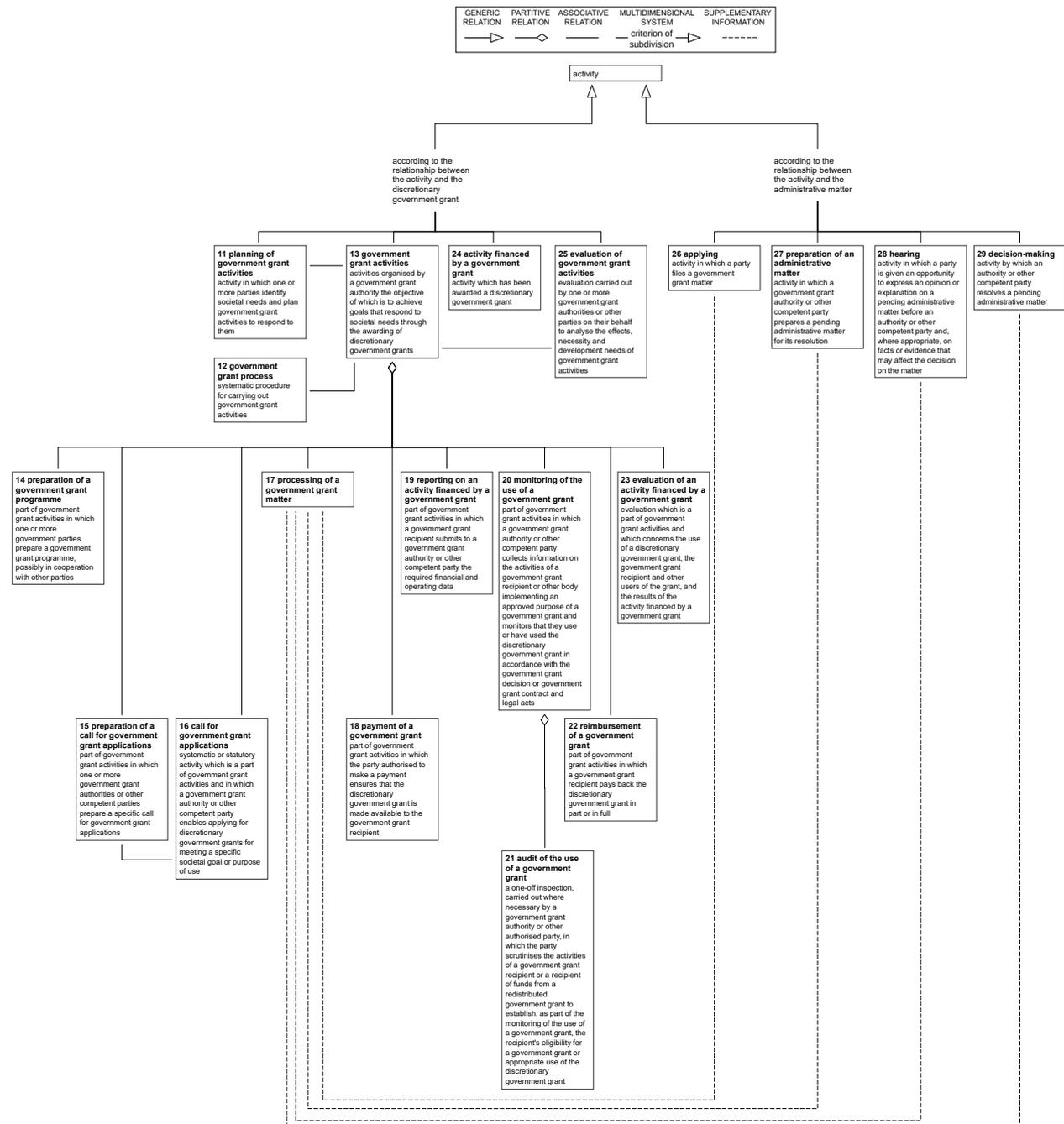
Decision-making in a government grant matter usually results in a *government grant decision* issued by a *government grant authority* or other competent party.

In a *matter concerning the payment of a government grant*, the government grant decision is always made by a government grant authority or other competent party. A decision on the payment need not be made separately if the *decision on the payment of a government grant* was made at the same time as the *decision on the awarding of a government grant* or if the payment has been agreed in a *government grant contract*.

A government grant authority may order the payment of a government grant to be suspended on grounds provided by law. The suspension is subject to an *administrative decision*.

Concept diagram: [Activities related to discretionary government grants](#)

# Glossary of Discretionary Government Grant Terms, Extended Second Edition, English Version



Concept diagram 3. Activities related to discretionary government grants.

## 4 Parties related to discretionary government grants

30

fi toimija  
sv aktör; instans  
en party; operator

definition

active entity that can be identified and is involved in a mutual activity

note

Parties are usually legal entities. However, an unregistered association is an example of a party that is not a legal entity.

**Term note:** Instead of using 'party' or 'operator' in English or 'aktör' or 'instans' in Swedish, it is often preferable to identify the party, such as the association or local authority, and use that term.

**Term note:** Depending on the context, other terms may be used in English to refer to the party, such as 'body', 'entity', 'individual', 'participant', 'contributor', 'those concerned' or 'those involved'.

Concept diagrams: [Parties related to discretionary government grants](#) and [Parties in activities financed by a government grant](#)

31

fi valtionavustuksen saajaehdokas  
sv potentiell mottagare av statsunderstöd  
en candidate recipient of a government grant;  
candidate recipient of a discretionary government grant

definition

*party* whose *matter concerning the awarding of a government grant* is pending before a *government grant authority* or other competent party

note

As a rule, a matter concerning the awarding of a government grant becomes pending by *applying*, in which case the candidate recipient of a government grant is a *government grant applicant*. If a matter becomes pending by other means than applying, the candidate recipient is not an applicant. For example, a candidate recipient other than an applicant may be an international intergovernmental organisation, such as an UN organisation or a member of the World Bank Group.

Concept diagram: [Parties related to discretionary government grants](#)

32

fi valtionavustuksen hakija  
sv den som ansöker om statsunderstöd  
en government grant applicant; applicant for a discretionary government grant

definition

*candidate recipient of a government grant* who is applying for a *discretionary government grant*

note

A government grant applicant may be a legal person or a natural person. The general terms of *discretionary government grants* or the specific terms of a *call for government grant applications* specify the *types of financing recipients* that meet the criteria for the *eligibility for a government grant*. A discretionary government grant may only be awarded to eligible applicants.

Concept diagram: [Parties related to discretionary government grants](#)

**33**

fi valtionavustuksen saaja  
sv mottagare av statsunderstöd; statsunderstöds mottagare; statsunderstöds tagare  
en government grant recipient; recipient of a discretionary government grant

definition

*party* in receipt of a *discretionary government grant*

note

A discretionary government grant may be awarded to a government grant recipient for its own activities or *project* or for personal use. A discretionary government grant may also be awarded to a recipient for the purpose of supporting the activities or projects of a *recipient of funds from a redistributed government grant* as specified in the *government grant decision*.

Concept diagram: [Parties related to discretionary government grants](#)

**34**

fi valtionavustuksena myönnetyn rahoituksen siirron saaja; siirron saaja  
sv mottagare av finansiering ur beviljat statsunderstöd  
en recipient of funds from a redistributed government grant; recipient of redistributed funds

definition

*party* whose activity or *project* is financed by a *government grant recipient* from funds awarded to it as a *discretionary government grant*

note

A *government grant applicant* may apply for a discretionary government grant to be used for supporting the activities of one or more recipients of funds from a redistributed government grant. For example, the government grant applicant may be a central organisation whose purpose is to distribute the discretionary government grant in order to finance the activities of individual organisations. Or the recipient of funds from a redistributed government grant may be a party in a joint project.

A government grant recipient makes the discretionary government grant available to the recipient of funds from a redistributed government grant in accordance with the redistribution terms specified in the *decision on the awarding of a government grant*.

The government grant recipient signs a contract with the recipient of funds from a redistributed government grant on the use and monitoring of the discretionary government grant, including the terms and conditions.

Concept diagram: [Parties related to discretionary government grants](#)

**35**

fi valtionapuviranomainen  
sv statsbidragsmyndighet  
en government grant authority

definition

competent authority responsible for tasks that concern *discretionary government grants* and fall within the remit of a specific ministry

note

As a competent authority, the government grant authority has a statutory right and obligation to exercise public authority and perform public administrative duties.

By law, certain duties of the government grant authority can be divided between different government grant authorities, such as the ministry and the agency.

Public administrative duties falling within the remit of the government grant authority may be entrusted by law to another competent party. For example, a competent party specialised in the subject matter of the discretionary government grant may be granted the right to carry out the *preparation of a call for government grant applications*, the *preparation of an administrative matter* or the *audits of the use of a government grant*, which are carried out as part of the *monitoring of the use of a government grant*. The competent party may also be a foundation, such as the Finnish Film Foundation in the arts sector, or some other kind of organisation.

Concept diagrams: [General concepts related to discretionary government grants](#) and [Parties related to discretionary government grants](#)

**36**

fi valtionavustusasian valmistelija  
sv den som bereder ett statsunderstödsärende; beredare av ett statsunderstödsärende  
en official preparing a government grant matter

definition

*person* who prepares a pending *government grant matter* for decision-making

note

If a presentation procedure is used for the government grant matter, the official will prepare the matter for the submission of a proposal for a decision.

The official preparing a government grant matter and the *official presenting a government grant matter* may be the same person.

Concept diagram: [Parties related to discretionary government grants](#)

**37**

fi valtionavustusasian esittelijä  
sv föredragande i ett statsunderstödsärende  
en official presenting a government grant matter

definition

*person* who submits a proposal for a decision on a pending *government grant matter* and presents it to the *official making a decision on a government grant matter*

note

The official makes the proposal for a decision on the basis of the *preparation of an administrative matter* and other factors.

Unless the official submits a dissenting opinion on the decision, the official will be accountable for what has been decided on the basis of the presentation.

The *official preparing a government grant matter* and the official presenting a government grant matter may be the same person.

Concept diagram: [Parties related to discretionary government grants](#)

**38**

fi valtionavustusasian ratkaisija  
sv den som avgör ett statsunderstödsärende; beslutsfattare i ett statsunderstödsärende  
en official making a decision on a government grant matter

definition

*person* who makes a decision on a pending *government grant matter*

note

For example, the decision on a discretionary government grant may mean that the *government grant applicant* has been awarded a certain amount of a *discretionary government grant*. The decision is included in the *decision on the awarding of a government grant* issued by the *party awarding a government grant*.

If the decision has been assigned to a multi-member body, all the members who participated in the decision are officials making a decision on a government grant matter.

Concept diagram: [Parties related to discretionary government grants](#)

**39**

fi valtionavustuksen myöntäjä  
sv den som beviljar statsunderstöd  
en party awarding a government grant; party awarding a discretionary government grant

definition

*government grant authority* or other competent party which makes a *decision on the awarding of a government grant* or decides on the approval of a *government grant contract*

Concept diagram: [Parties related to discretionary government grants](#)

**40**

fi valtionavustuksen maksaja

sv den som betalar ut statsunderstöd; utbetalare av statsunderstöd

en payer of a government grant

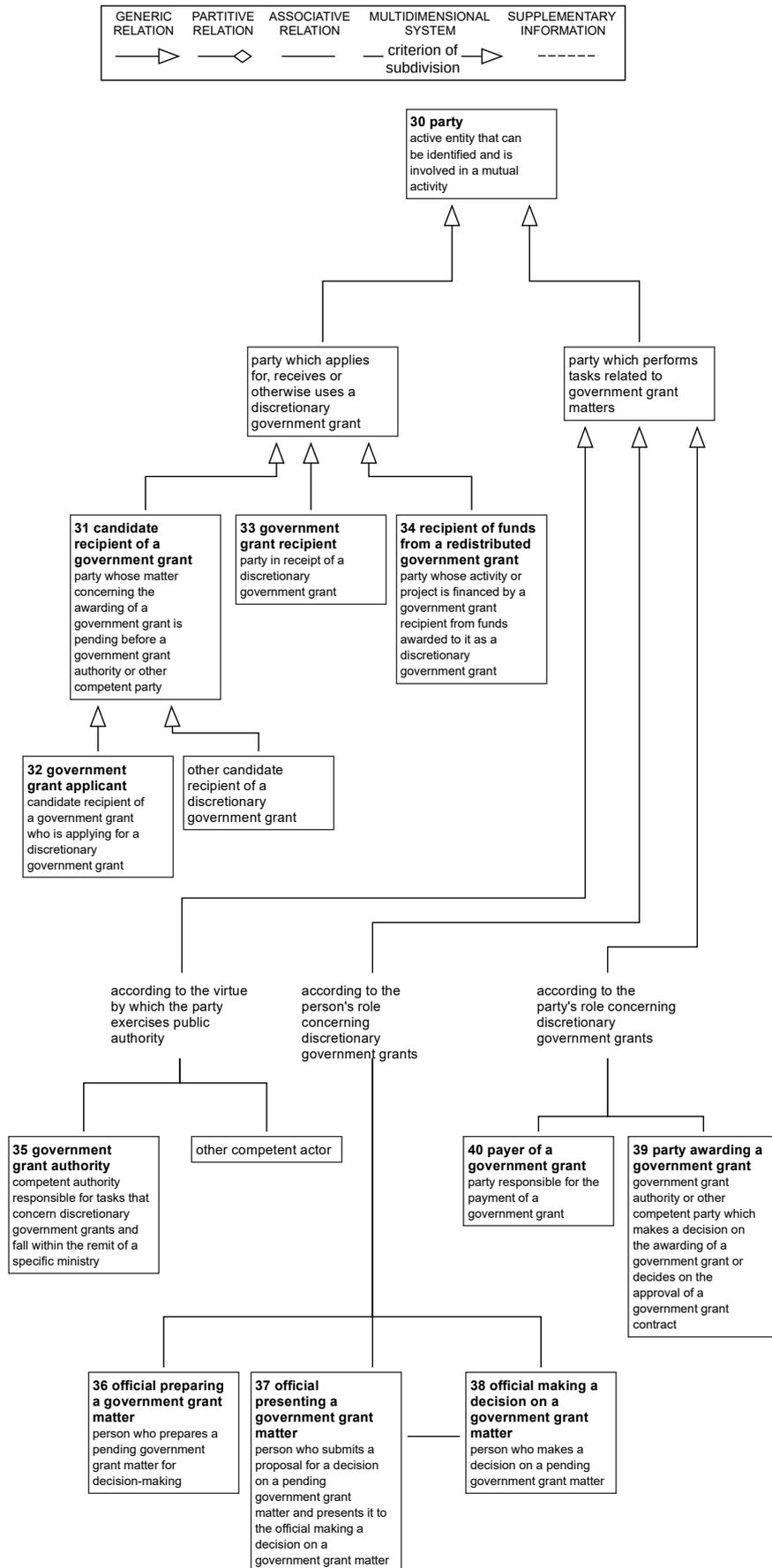
definition

*party* responsible for the *payment of a government grant*

note

A discretionary government grant may be paid by a *government grant authority*, other competent party or a party that has been authorised to make the payment.

Concept diagram: [Parties related to discretionary government grants](#)



Concept diagram 4. Parties related to discretionary government grants.

## 5 Administrative matters and administrative decisions

41

fi	hallintoasia
sv	förvaltningsärende <i>n</i> hellre än: administrativt ärende <i>n</i>
en	administrative matter

definition

matter submitted to, or taken up for decision by, an authority or other competent party and dealt with through an administrative procedure

note

An *administrative decision* is made on an administrative matter. Under the Administrative Procedure Act (434/2003), an administrative decision is issued in writing.

Concept diagram: [Administrative matters and administrative decisions](#)

42

fi	hallintopäätöksen asiavirheen korjaamista koskeva asia
sv	ärende <i>n</i> som gäller rättelse av sakfel i ett förvaltningsbeslut
en	matter concerning the correction of a material error in an administrative decision

definition

*administrative matter* which relates to the annulment of an erroneous *administrative decision* and the making of a new decision on the matter

note

This matter is based on section 50 of the Administrative Procedure Act (434/2003). A matter concerning the correction of a material error in, for example, a *government grant decision* may arise if the decision was clearly based on erroneous or insufficient evidence or on a manifestly incorrect application of the law, or a procedural error has occurred in the decision-making. A matter concerning the correction of a material error may also be filed when new evidence has been received on a government grant decision or *government grant contract* that may significantly affect the decision or contract.

Manifestly incorrect application of the law means, for example, that the law has been applied incorrectly in the *decision-making* or an incorrect or outdated law has been applied. A procedural error means, for example, that there is an error in the grounds for the decision or that a party has not been heard in the decision-making.

This matter may become pending on the motion of a *government grant recipient* or *party awarding a government grant*.

The consideration of this matter may lead to a decision to annul a government grant decision or to the making of a new government grant decision or, in some cases, to the conclusion of a new *government grant contract*. Correction of a material error to the detriment of a party is possible only as provided in the Administrative Procedure Act (434/2003, section 50). The conclusion of a new government grant contract requires the consent of both parties.

An administrative matter will not become pending if the correction concerns an obvious typographical or arithmetical error in a government grant decision.

A *request for an administrative review* of a government grant decision makes pending a *matter concerning the review of an administrative decision*

Concept diagram: [Administrative matters and administrative decisions](#)

**43**

- fi hallintopäätöksen oikaisua koskeva asia  
sv ärende *n* som gäller omprövning av ett förvaltningsbeslut  
en matter concerning the review of an administrative decision

definition

*administrative matter* which concerns a review of an *administrative decision* requested by the party that was issued the decision

note

A matter concerning the review of an administrative decision becomes pending when a *request for an administrative review* is submitted.

A review may be requested if the act which issues provisions on the administrative matter allows for the option to request an administrative review. For example, a review of a *government grant decision* may be requested under the Act on Discretionary Government Grants (688/2001) unless otherwise provided in special legislation.

Concept diagram: [Administrative matters and administrative decisions](#)

**44**

- fi valtionavustusasia; valtionavustusta koskeva asia  
sv statsunderstödsärende *n*; ärende *n* som gäller statsunderstöd  
en government grant matter

definition

*administrative matter* concerning a *discretionary government grant* submitted to or taken up for consideration by a *government grant authority* or other competent party

note

This Glossary does not comment on how government grant authorities should organise their case handling process, what steps it should involve in the authority's case handling system and how the steps should be identified.

A *government grant application* or an *application for the payment of a government grant* often makes a government grant matter pending, but matter can also become pending on the motion of the authority.

Concept diagrams: [General concepts related to discretionary government grants](#) and [Administrative matters and administrative decisions](#)

**45**

- fi valtionavustuksen myöntämistä koskeva asia  
sv ärende *n* som gäller beviljande av statsunderstöd  
en matter concerning the awarding of a government grant

definition

*government grant matter* which relates to whether or not a *government grant authority* or other competent party will award a *discretionary government grant* to a *government grant applicant* or to some other *candidate recipient*

Concept diagram: [Administrative matters and administrative decisions](#)

**46**

fi valtionavustuksen maksatusta koskeva asia  
sv ärende *n* som gäller utbetalning av statsunderstöd  
en matter concerning the payment of a government grant

definition

*government grant matter* which relates to whether or not a *government grant authority* or other competent party accepts a *discretionary government grant* to be paid to a *government grant recipient* or whether it decides that the payment should be suspended

note

The *decision on the payment of a government grant* is always made by the government grant authority or another competent party. However, the *payer of a government grant*, i.e. the party making the funds available to the government grant recipient, may also be a party other than the government grant authority or other competent party. Government grant recipients must provide accurate and sufficient information for the *payment of a government grant*.

A decision on the payment of a government grant need not be made later if it was decided at the same as the *decision on the awarding of a government grant* was made or if it was agreed in a *government grant contract*.

Concept diagram: [Administrative matters and administrative decisions](#)

**47**

fi valtionavustuksen takaisinperintää koskeva asia  
sv ärende *n* som gäller återkrav av statsunderstöd  
en matter concerning the recovery of a government grant

definition

*government grant matter* which relates to whether or not a *government grant recipient* is ordered to repay a *discretionary government grant* in full or in part

note

Depending on the situation, a *government grant authority* may or may not have discretion in initiating recovery.

A government grant recipient may, on its own initiative, reimburse all or part of a discretionary government grant if it was awarded erroneously, if it was manifestly unfounded, if an excessive amount was awarded, or if it could not be used as specified in the *decision on the awarding of a government grant*. In such cases, recovery does not need to be initiated and this matter will not become pending. Instead, the matter will concern the *reimbursement of a government grant*.

Concept diagram: [Administrative matters and administrative decisions](#)

48

fi valtionavustuksen muutosta koskeva asia  
sv ärende *n* som gäller ändring av statsunderstöd  
en matter concerning the revision of a government grant

definition

*government grant matter* which relates to a need to revise the terms of a *government grant decision* because major *changes* in the *activity financed by a government grant* have made it impossible to carry out the activities in accordance with the terms of the decision

note

This matter usually relates to the *decision on the awarding of a government grant*.

It becomes pending on the motion of a *government grant recipient*.

When a government grant recipient requests for a revision of a decision on the awarding of a government grant, the matter may relate to issues such as the timetable or project plan for the implementation of the activity financed by a government grant, a change in personnel, a cost estimate or a financing plan. The *party awarding a government grant* may, for example, amend the approved budget or plan on the basis of a *request for a revision of a government grant*.

A matter concerning the revision of a government grant may lead either to a *decision on a revision of a government grant* or to a new *government grant decision* or *government grant contract* concerning the original matter. A revision of a government grant contract requires the consent of both parties.

However, not all changes to the government grant recipient's activities make pending a matter concerning the revision of a government grant. For example, a *party awarding a government grant* may require a government grant recipient to notify the party of certain changes without the intention of making a new government grant decision due to the change.

An *administrative matter* will not become pending if the correction concerns an obvious typographical or arithmetical error in a government grant decision.

A *request for an administrative review* of a government grant decision makes pending a *matter concerning the review of an administrative decision*.

Concept diagram: [Administrative matters and administrative decisions](#)

49

fi päätös hallintoasiassa; hallintoasiassa annettu päätös  
sv beslut *n* i ett förvaltningsärende  
en decision on an administrative matter

definition

decision which concludes the processing of an *administrative matter*

note

A decision issued on an administrative matter may be an *administrative decision* concerning the interests, rights or obligations of a party or an *internal administrative decision*.

**Term note:** In Finnish, 'pätös hallintoasiassa' can appear on its own, for example in headings and user interfaces, while 'hallintoasiassa annettu päätös' can be used in running text.

Concept diagram: [Administrative matters and administrative decisions](#)

50

fi hallintopäätös  
sv förvaltningsbeslut *n*  
en administrative decision

definition

*decision on an administrative matter* issued by an authority or other competent party concerning a right, interest or obligation of the party affected by the decision

note

A review may usually be requested of an administrative decision. Whether or not somebody is a party to the matter and whether they have the right to *request for a review* depends on the nature of the administrative matter.

For example, *government grant decisions* are administrative decisions.

Concept diagram: [Administrative matters and administrative decisions](#)

**51**

fi valtionavustuspäätös  
sv statsunderstödsbeslut *n*; beslut *n* om statsunderstöd  
en government grant decision

definition

*administrative decision* which a *government grant authority* or other competent party makes on a *government grant matter*

note

A government grant decision can be made on a *matter concerning the awarding, payment, recovery or revision of a government grant* or on a *matter concerning the correction of a material error in an administrative decision* or on a *matter concerning the review of an administrative decision*.

A *government grant applicant* or *recipient* may request that a material error in a government grant decision be corrected. They may also *request for a review* of the decision or *request for a judicial review* of a *decision on a request for an administrative review*.

Concept diagram: [Administrative matters and administrative decisions](#)

**52**

fi valtionavustuksen myöntämistä koskeva päätös  
sv beslut *n* om beviljande av statsunderstöd  
en decision on the awarding of a government grant

definition

*government grant decision* made on a *matter concerning the awarding of a government grant*

note

A decision on the awarding of a government grant may award a *discretionary government grant* in full or in part or refuse it. If the government grant is awarded, the decision will specify the *government grant recipient*, the *approved purpose of a government grant*, the grant amount and possibly the basis for its calculation, and the key terms and restrictions of the use of the grant. A *decision on the payment of a government grant* may be issued later or at the same time as the decision on the awarding.

A government grant decision may set specific conditions for the awarding of a government grant, such as obtaining a certain amount of corporate financing for the *activity financed by a government grant*.

Concept diagram: [Administrative matters and administrative decisions](#)

**53**

fi valtionavustuksen maksatusta koskeva päätös; valtionavustuksen maksatuspäätös  
sv beslut *n* om utbetalning av statsunderstöd  
en decision on the payment of a government grant

definition

*government grant decision* made on a *matter concerning the payment of a government grant*

note

Separate *applications for the payment of a government grant* or decisions on the payment of a government grant need not be made if the payment decision was made at the same as the *decision on the awarding of a government grant* or if the payment was agreed in a *government grant contract*.

A decision on the payment of a government grant is always made by a *government grant authority* or other competent party. By contrast, the *payer of a government grant* may be another type of *party*.

Concept diagram: [Administrative matters and administrative decisions](#)

**54**

fi valtionavustuksen takaisinperintää koskeva päätös; valtionavustuksen takaisinperintäpäätös  
sv beslut *n* om återkrav av statsunderstöd  
en decision on the recovery of a government grant

definition

*government grant decision* made on a *matter concerning the recovery of a government grant*

Concept diagram: [Administrative matters and administrative decisions](#)

**55**

fi valtionavustuksen muutosta koskeva päätös; valtionavustuksen muutospäätös  
sv beslut *n* om ändring av statsunderstöd  
en decision on a revision of a government grant

definition

*government grant decision* made on a *matter concerning a revision of a government grant*

Concept diagram: [Administrative matters and administrative decisions](#)

**56**

fi tutkimattajättämispäätös  
sv beslut *n* om avvisning av ett ärende; beslut *n* om att lämna ett ärende utan prövning  
en decision on the inadmissibility of a matter

definition

*administrative decision* made on the inadmissibility of an *administrative matter* because the statutory conditions or other conditions for dealing with the substance of the matter are not met

note

A decision on the inadmissibility of a matter may be made if a fundamental error in the *application* makes the application impossible to process.

However, before the inadmissibility decision is made, the party should be offered the option to supplement the application, if at all possible.

Concept diagram: [Administrative matters and administrative decisions](#)

**57**

fi raukeamispäätös  
sv beslut *n* om avskrivning av ett ärende; beslut *n* om att avskriva ett ärende  
en decision on the lapse of a matter

definition

*administrative decision* made on the lapse of an *administrative matter*

note

A decision on the lapse of a matter may be made, for example, when a *government grant applicant* withdraws a *government grant application*.

Concept diagram: [Administrative matters and administrative decisions](#)

**58**

fi oikaisuvaatimuspäätös; oikaisupäätös  
sv omprövningsbeslut *n*  
en decision on a request for an administrative review

definition

*administrative decision* made on the claims presented in a *request for an administrative review*

note

Instead of an administrative review, a judicial review may be requested on a decision on a request for an administrative review.

Concept diagram: [Administrative matters and administrative decisions](#)

**59**

fi hallinnon sisäinen päätös  
sv förvaltningsinternt beslut *n*  
en internal administrative decision

definition

*decision on an administrative matter* that relates to an *administrative matter* concerning the internal functioning of the administration

Concept diagram: [Administrative matters and administrative decisions](#)

60

fi päätös valtionavustushausta; valtionavustushausta annettu päätös  
sv beslut *n* om villkor för utlysning av statsunderstöd  
en decision on a call for government grant applications

definition

*internal administrative decision* on the restrictions and terms specified or validated for the *call for government grant applications*

note

This decision is the outcome of the *preparation of a call for government grant applications*.

For a *call for government grant applications*, at least the following information is usually specified or validated: *types of financing recipients*, the purpose and *objective* of the *discretionary government grant*, the application and processing times, the method of application, the criteria for awarding the government grant and the conditions for using it.

In the case of an open call, a separate *notice for a call for government grant applications* is drawn up for customer communications.

**Term note:** In Finnish, 'päätös valtionavustushausta' can appear on its own, for example in headings and user interfaces, while 'valtionavustushausta annettu päätös' can be used in running text.

Concept diagram: [Administrative matters and administrative decisions](#)

61

<hallintopäätökset / förvaltningsbeslut / administrative decisions>

fi muutoksenhaku  
sv ändringssökande *n*; sökande *n* av ändring  
en request for a review; request for review

definition

legal remedy by which a party may request a review of an *administrative decision* or a part of it

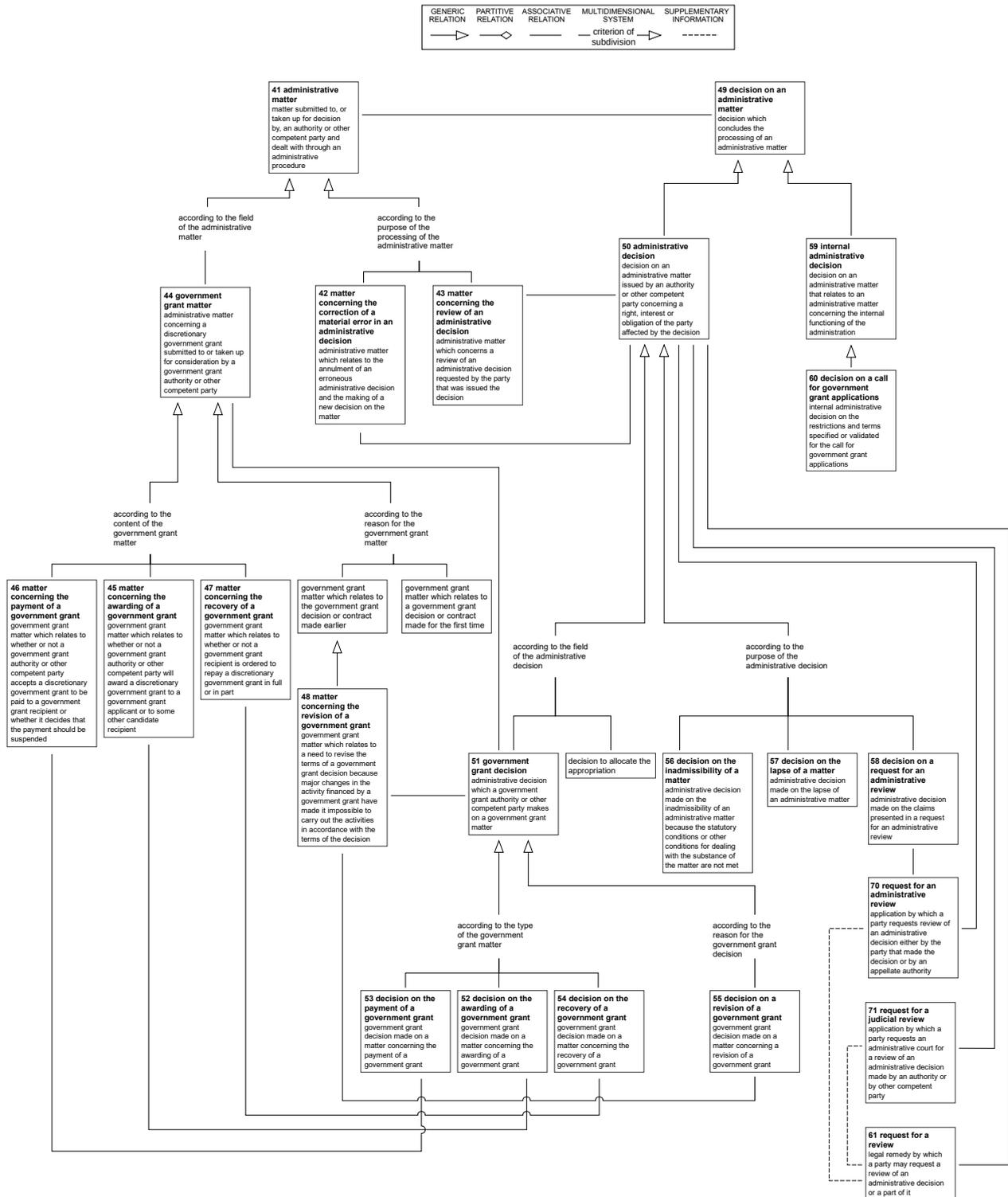
note

A party may *request for an administrative review* or *request for a judicial review*.

The request for a review may concern the content of an administrative decision or the procedure used in the *decision-making*.

Concept diagram: [Administrative matters and administrative decisions](#)

Glossary of Discretionary Government Grant Terms, Extended Second Edition, English Version



Concept diagram 5. Administrative matters and administrative decisions.

## 6 Documents related to discretionary government grants

62

fi asiakirja  
sv handling; dokument *n*  
en document

definition

a set of data of indisputability, integrity and authenticity which pertains to a given period of time

note

The indisputability, integrity and authenticity of a document are generally realised when the document is attached to a matter. In public administration, a piece of information may be referred to as documentary data or documentary information when it is disclosed in accordance with the duty to provide access to information under the Act on the Openness of Government Activities (621/1999). A request for information may concern not only documents but also an individual piece of data in the authorities' information systems.

If documents are required in writing for the filing and other processing of a matter, electronic documents submitted to the authority are also considered to be in writing.

Concept diagram: [Documents related to discretionary government grants](#)

63

fi viranomaisen asiakirja  
sv myndighetshandling  
en official document

definition

*document* in the possession of an authority and prepared by an authority or a person in the service of an authority, or a document delivered to an authority for the consideration of an *administrative matter* or otherwise in connection with a matter within the competence or duties of the authority.

Concept diagram: [Documents related to discretionary government grants](#)

64

fi valtionavustuksen hakuilmoitus  
mieluummin kuin: valtionavustuksen hakukuulutus; hakukirje  
sv meddelande *n* om utlysning av statsunderstöd  
en notice for a call for government grant applications  
rather than: announcement for government grant applications; application announcement

definition

*official document* by which a *government grant authority* or other competent party provides information on an available *discretionary government grant*, including instructions for *applying* for the *discretionary government grant*

Concept diagram: [Documents related to discretionary government grants](#)

65

fi hakemus  
sv ansökan (1)  
en application; application form

definition

*official document* by which a party presents a request or claim and which makes an *administrative matter* pending

note

Applications make pending different types of *government grant matters*. For example, a *government grant application* makes pending a *matter concerning the awarding of a government grant*.

Concept diagram: [Documents related to discretionary government grants](#)

**66**

- fi valtionavustushakemus  
sv ansökan om statsunderstöd; statsunderstödsansökan  
en government grant application; application for a discretionary government grant

definition

*application* by which a *government grant applicant* requests a *discretionary government grant* for a specific purpose

note

A government grant applicant must submit the application in writing and within the specified application period. An application submitted electronically is also considered to be in writing.

The applicant must provide the *government grant authority* with correct and sufficient information both on the *intended purpose of a government grant* and on any other facts which the government grant authority needs to make a decision on the matter. In the government grant application or in the supporting documents for the application, the applicant provides information describing the activities, such as an action plan, a description of the *societal need* to which the activity responds, the *results* and *indirect effects* sought by the activity, and an estimate of the *costs* and financing of the activity.

By applying for a government grant, the applicant files a *matter concerning the awarding of a government grant*.

Concept diagram: [Documents related to discretionary government grants](#)

**67**

- fi valtionavustuksen maksatushakemus  
mieluummin kuin: valtionavustuksen maksatuspyyntö  
sv ansökan om utbetalning av statsunderstöd  
hellre än: utbetalningsansökan för statsunderstöd  
en application for the payment of a government grant

definition

*application* by which a *government grant recipient* requests a *government grant authority* for the payment of a *discretionary government grant*

note

By applying for the payment of a government grant, the government grant recipient files a *matter concerning the payment of a government grant*.

This application is not required if the *decision on the payment of a government grant* has been made at the same time as the *decision on the awarding of a government grant* or if the payment has been agreed in the *government grant contract*.

Concept diagram: [Documents related to discretionary government grants](#)

**68**

- fi valtionavustuksen muutoshakemus  
mieluummin kuin: valtionavustuksen muutospyyntö  
sv ansökan om ändring av statsunderstöd  
hellre än: begäran om ändring av statsunderstöd  
en request for a revision of a government grant

definition

*application* by which a *government grant recipient* requests for a revision of the terms of a *government grant decision* or *government grant contract* due to major *changes* in its activities

note

With a request for a revision of a government grant, the government grant recipient may ask, for example, to extend the period of use of the *discretionary government grant* or to change the terms of the grant.

By requesting for a revision of a government grant, the government grant recipient files a *matter concerning the revision of a government grant*.

Concept diagram: [Documents related to discretionary government grants](#)

**69**

fi valtionavustuspäätöksen asiavirheen korjaamisvaatimus  
sv yrkande *n* om rättelse av sakfel i ett statsunderstödsbeslut  
en request for the correction of a material error in a government grant decision

definition

*application* by which a *government grant applicant* or a *government grant recipient* requests correction of an erroneous *government grant decision*

note

By requesting for the correction of a material error in a government grant decision, the government grant applicant or recipient files a *matter concerning the correction of a material error in an administrative decision*.

Concept diagram: [Documents related to discretionary government grants](#)

**70**

fi oikaisuvaatimus; oikaisupyyntö  
sv begäran om omprövning; omprövningsbegäran  
en request for an administrative review; request for administrative review

definition

*application* by which a party requests review of an *administrative decision* either by the party that made the decision or by an appellate authority

note

In certain situations it may not be possible to request for an administrative review of a *government grant decision* which concerns the implementation of a *government grant contract*.

Concept diagrams: [Administrative matters and administrative decisions](#) and [Documents related to discretionary government grants](#)

**71**

<hallintopäätökset / förvaltningsbeslut / administrative decisions>

fi valitus  
sv besvär *n*  
en request for a judicial review; request for judicial review; appeal

definition

*application* by which a party requests an administrative court for a review of an *administrative decision* made by an authority or by other competent party

note

If provisions on a procedure for requesting an administrative review have been laid down concerning the matter, a *request for an administrative review* must be submitted before the request for a judicial review.

Concept diagrams: [Administrative matters and administrative decisions](#) and [Documents related to discretionary government grants](#)

**72**

<viranomaisen asiakirjat / myndighetshandlingar / official documents>

fi päätös  
sv beslut *n*  
en decision

definition

*official document* by which an authority or other competent party issues a *decision on an administrative matter*

note

A decision may include an *administrative decision*, such as a *decision on the awarding of a government grant*, or an *internal administrative decision*, such as a *decision on a call for government grant applications*.

Concept diagram: [Documents related to discretionary government grants](#)

**73**

fi valtionavustussopimus  
sv statsunderstödsavtal *n*; avtal *n* om statsunderstöd  
en government grant contract

definition

*official document* drawn up between a *government grant authority* and a foreign *government grant recipient* determining the amount of a *discretionary government grant* intended for use outside Finland, the *approved purpose of a government grant*, conditions for the use of the grant and conditions for monitoring the use

note

In a *matter concerning the awarding of a government grant*, a government grant contract is concluded with a foreign recipient instead of, or in addition to, a *government grant decision* because the decision is normally only enforceable in Finland.

Concept diagram: [Documents related to discretionary government grants](#)

**74**

fi täydennyspyyntö; lisätietopyyntö  
sv begäran om komplettering; begäran om tilläggsuppgifter; begäran om ytterligare uppgifter; begäran om mer information  
en request for supplementary information; request for further information

definition

*official document* by which an authority or other competent party requests a party to complete or correct information in its *application* to enable decision-making on an *administrative matter* filed by the party

note

For example, a *government grant applicant* or *recipient* may be asked to complete the missing information in a *document* they have submitted, to send missing documents or to provide *evidence* to correct omissions.

Concept diagram: [Documents related to discretionary government grants](#)

**75**

fi selvityspyyntö  
sv begäran om utredning; begäran om redovisning; begäran om redogörelse  
en request for evidence

definition

*official document* by which an authority or other competent party requests a party or an authority to provide *evidence* on specific issues to enable decision-making on an *administrative matter*

Concept diagram: [Documents related to discretionary government grants](#)

76

fi selvitys  
sv utredning; redogörelse; redovisning  
en evidence; report

definition

*official document* by which a party or an authority provides an authority or other competent party with the requested information to enable decision-making on a pending *administrative matter*

note

A *government grant applicant* or *recipient* may be asked to provide evidence in various situations, such as these:

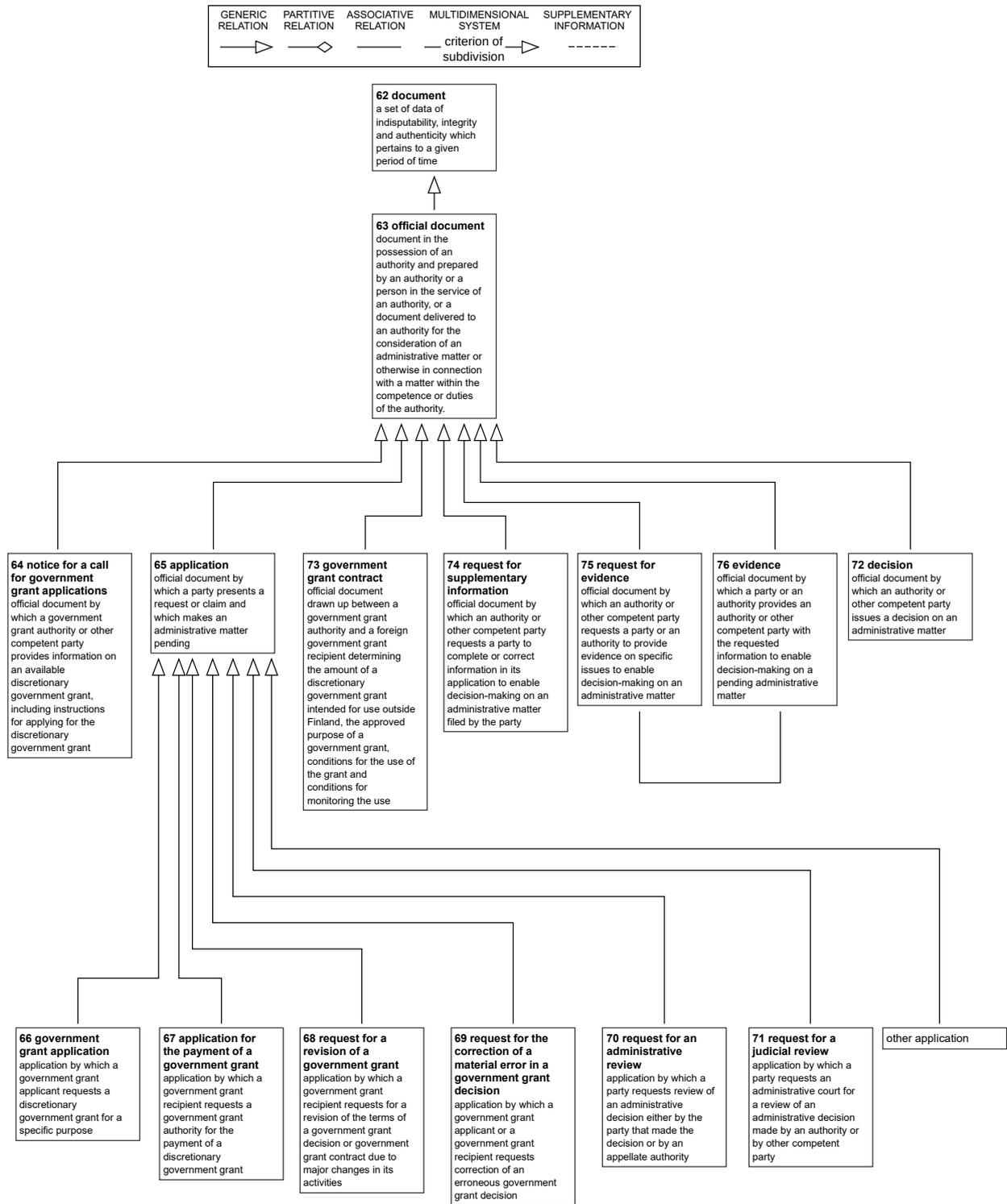
When an applicant is *applying* for a *discretionary government grant*, a *request for supplementary information* may be used to ask the applicant to provide not only information that must be completed in the *government grant application*, but also information that must be provided separately as evidence.

In the *reporting on an activity financed by a government grant*, the recipient provides the evidence specified in the *government grant decision* or *government grant contract* on the use of the government grant by the deadline given in the decision or contract.

For the *monitoring of the use of a government grant*, the government grant recipient may be asked to provide evidence on a specific matter, such as a concern raised in a whistleblowing disclosure or during an audit visit.

**Term note:** The Finnish term 'raportti' and the Swedish term 'rapport' refer to evidence that is given in a specified format and situation.

Concept diagram: [Documents related to discretionary government grants](#)



Concept diagram 6. Documents related to discretionary government grants.

## 7 Concepts related to subjects, ability to have an effect and evaluation of activities

### 7.1 Subjects of activity

77

fi systeemi  
sv system *n*  
en system

definition

entity made up of the observed *phenomenon* and *determinants* and the *causal relationships* between them

note

Factors and the causal relationships between them can form a complex system in which the *effects* of *change* in one factor on other factors and on the observed phenomenon are difficult to predict.

For example, the observed phenomenon of loneliness among older people is a component of a system in which it can be affected by determinants such as widowhood, restrictive health conditions, poverty or reduced social contact due to retirement. These factors may also affect each other, in other words, they may have a causal relationship.

Concept diagram: [Subjects of activity](#)

78

fi systeemimalli  
sv systemmodell  
en system model

definition

method intentionally chosen by *parties* to explain and describe a *system*

note

Parties will always make choices to define the system model. For example, they will decide which *determinants* the model will include. A system model can be used to influence a specific *phenomenon*.

The system model reflects the perception of the system at a given point in time and may be modified, for example when more knowledge is gained or the angle changes.

Concept diagram: [Subjects of activity](#)

79

fi ilmiö  
sv fenomen *n*  
en phenomenon

definition

identifiable abstract factor

note

The *state of a phenomenon* that is interesting from the perspective of *government grant activities* may be based on *determinants* that are perceived as positive and that the *discretionary government grant* therefore seeks to encourage, maintain or increase, or those that are perceived as negative and therefore should be minimised.

For example, loneliness is a phenomenon. It may have many causes, such as unemployment, widowhood, single parenthood, poverty or retirement. The consequences of loneliness include mental health problems, illnesses and an increased need for public services. Certain rules can be used to define the scope of the observed phenomenon. For example, we can look at loneliness among all older people or narrow the scope to widowed older people.

Concept diagram: [Subjects of activity](#)

**80**

<phenomena>

fi vaikuttava tekijä  
sv påverkansfaktor  
en determinant; contributing factor

definition

factor that affects the *state* of the observed *phenomenon* directly or indirectly through another factor

note

In a *system*, a determinant is a component of the entity formed by phenomena and other factors and their *causal relationships*.

A determinant may be a phenomenon or a concrete factor. In a system, an example of a phenomenon that becomes a determinant would be a situation where a region's administrative structures would enable the residents to access their neighbouring region's healthcare provision. However, in practice the residents are unable to do so because there is a mountain range between the regions. This fact therefore becomes a concrete factor affecting the system.

A single determinant in itself may not be sufficient or necessary to bring about the *change* observed in the phenomenon, but may be only one of the factors contributing to the change. For example, loneliness among older people is a phenomenon whose state can be influenced by phenomena such as widowhood, restrictive health conditions, poverty and reduced social contact due to retirement.

Concept diagram: [Subjects of activity](#)

**81**

fi vaikutettavissa oleva tekijä  
sv påverkningsbar faktor  
en controllable factor

definition

*determinant* whose state or *causal relationships* can be altered to bring about a *change* in them

Concept diagram: [Subjects of activity](#)

**82**

fi ympäristötekijä  
sv miljöfaktor  
en environmental factor

definition

*determinant* that is accepted as such without any attempt to bring about a *change* in it

note

An environmental factor may affect the *state of a phenomenon* under observation, or it may affect the *direct effects* of the *outputs* that the activity has on the target group. However, there is no attempt to change the environmental factor itself.

For example, development cooperation may aim to improve the realisation of children's rights in school education in a given area. In this case, the views of the administration's decision-makers on the right of the child to education and the possibilities available to the administration to influence educational policy solutions can be identified as determinants. If, for example, the country's constitution provides for the administration's possibilities to influence matters, there will be no attempt to bring about a change in these possibilities, but they are taken into account as an environmental factor. However, decision-makers' perceptions are considered to be a *factor to be changed* and one that should be influenced through an *intervention*.

Concept diagram: [Subjects of activity](#)

**83**

fi muutettava tekijä  
sv faktor som ska ändras  
en factor to be changed

definition

*determinant* in whose status or *causal relationships* a *change* is sought

Concept diagram: [Subjects of activity](#)

**84**

<phenomena>

fi vaikutussuhde

sv inbördes samband *n*; inbördes påverkan

en causal relationship

definition

relationship between the observed *phenomenon* and a *determinant* or two factors that influence each other

note

A causal relationship may be direct or indirect.

For example, a causal relationship exists between urbanisation and loneliness among older people because urbanisation contributes to older people's loneliness.

Concept diagram: [Subjects of activity](#)

**85**

fi vaikutusmekanismi

sv påverkansmekanism

en causal mechanism

definition

manner in which *causal relationships* work

note

A causal mechanism describes either why the causal relationship works as observed or why it is expected to work in a particular way.

A causal mechanism can be observed between urbanisation and loneliness among older people.

We note that family members of older people living in rural areas move to towns where house prices then rise as demand increases. At the same time, urbanisation decreases the value of rural properties as demand declines. Therefore, the funds an older person is able to raise by selling their home will not be enough to buy a new property close to their family. We conclude that urbanisation increases loneliness among older people living in rural areas.

Concept diagram: [Subjects of activity](#)

**86**

fi ilmiön tila

sv fenomenens tillstånd *n*

en state of a phenomenon

definition

conditions of a *phenomenon* over the period of observation

note

The state of a phenomenon can be measured or evaluated. A measured or evaluated state can then be compared to selected benchmarks or the state of another similar phenomenon.

A description of the state of a phenomenon helps to illustrate, for example, a *societal need*.

For example, the state of loneliness among older people could be measured by determining the percentage of widowed older people who feel lonely.

Concept diagram: [Subjects of activity](#)

87

fi	systeminen muutos
sv	systemisk förändring
en	systemic change

definition

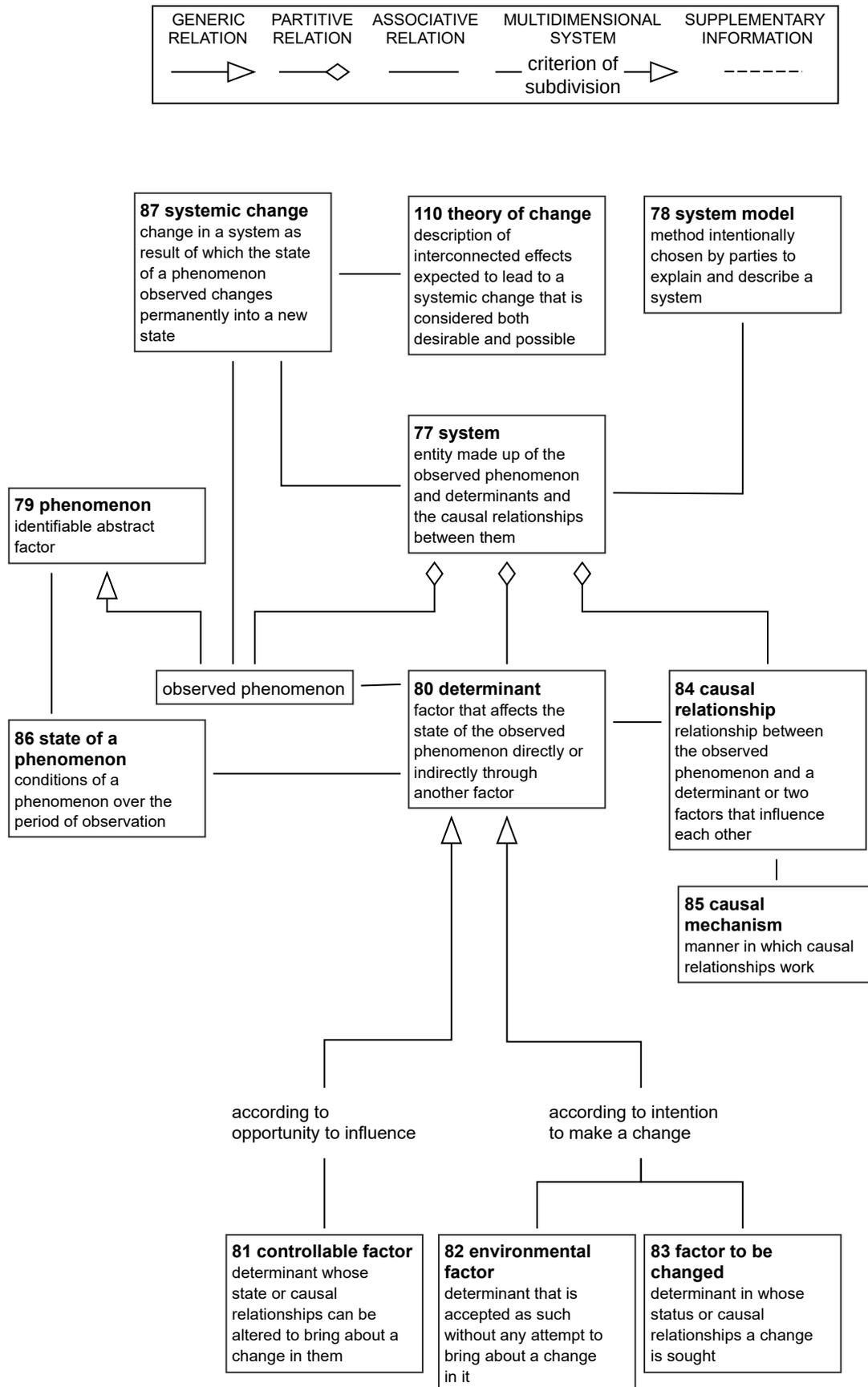
**change** in a **system** as result of which the **state** of a **phenomenon** observed changes permanently into a new state

note

A **socially significant effect** can become a systemic change.

For example, an older person's life may undergo a systemic change when they participate in a friendship group. In the group, the person interacts with other participants and learns to know new people. This experience may improve their **capacity** and ability to maintain social relationships. As a result, their experience of loneliness may decrease permanently.

Concept diagrams: [Subjects of activity](#), [Change and effect](#) and [Consequences of activity](#)



Concept diagram 7. Subjects of activity.

## 7.2 Directions and consequences of activity

88

fi päämäärä  
sv ändamål *n*; utvecklingsmål *n* <inom utvecklingsarbete>  
en goal

definition

ultimate purpose of an activity

note

Goal and *objective* are similar but different concepts. The aim of a goal is to understand the direction which an activity should take, whereas one or more objectives give concrete expression to the way forward towards the goal. In everyday language, a distinction is not always made between goals and objectives and the words are used interchangeably.

In *government grant activities*, defining the goal is part of the *planning of government grant activities*. A goal may be set at the level of the *government grant programme*, for example.

A goal could be to preserve for future generations buildings that are of cultural and historical interest or to decrease the loneliness experienced by older people significantly.

**Term note:** The Swedish equivalents were chosen to be used in government grant activities. In other contexts, other equivalents may be possible. In everyday language, 'goal' (fi: päämäärä) may be 'mål' or 'syfte', but here 'mål' is the chosen equivalent for 'objective' and 'syfte' for 'purpose'.

Concept diagram: [Consequences of activity](#)

89

fi tavoite  
sv mål *n*  
en objective

definition

pre-determined state of a subject which should be achieved

note

*Goal* and objective are similar but different concepts. The aim of a goal is to understand the direction which an activity should take, whereas one or more objectives give concrete expression to the way forward towards the goal through small *changes*. In everyday language, a distinction is not always made between goals and objectives and the words are used interchangeably.

Objectives are considered to be achievable through the planned activities, and the progress towards meeting them can be measured or evaluated.

An objective may be related to activities or *results*, for example.

In a *government grant application*, a *government grant applicant* may choose a result as the objective of its *activity financed by a government grant*.

A *project* may set milestones that are important for the *project implementation*.

**Term note:** The Swedish equivalents were chosen to be used in government grant activities. In other contexts, other equivalents may be possible. In everyday language, 'objective' (fi: tavoite) may be 'ändamål' or 'syfte', but here 'ändamål' is the chosen equivalent for 'goal' and 'syfte' for 'purpose'.

Concept diagrams: [Consequences of activity](#) and [Evaluated characteristics](#)

**90**

fi toteuma; toteutuma  
sv utfall *n*  
en status; status relative to the baseline

definition

state of a subject at a given time relative to the selected baseline

note

Status is used in the *monitoring* and *evaluation* of an activity. For example, when evaluating the *effectiveness* of the activity, status can be compared to the *objective* or estimated progress of the activity.

For example, the number of subscribers to a journal can be expressed as the status of an *output* of the activity. The status of a *direct result* of the activity could be the number of visitors to an event. The status of a *direct effect* of the activity could be a conclusion on the direct effects of the activity.

Concept diagrams: [Consequences of activity](#) and [Evaluated characteristics](#)

**91**

fi aikaansaannos  
sv resultat *n*  
en results *pl*

definition

*output*, *direct result* or *direct effect* which the activity has produced over a period of observation

note

In the same period, a wide range of results can be achieved through the same activities.

Results are observed in the context of *monitoring of the use of a government grant* for example by comparing the results with the *objective* set out in the *government grant application*. Data on the results is also used in the *evaluation of an activity financed by a government grant*.

Concept diagram: [Consequences of activity](#)

**92**

fi tuotos  
sv prestation  
hellre än: output  
en output

definition

deliverable generated when an activity is carried out

note

The party implementing the activities can normally control the outputs.

Outputs may refer to services offered, such as friendship activities offered to older people experiencing loneliness.

Concept diagrams: [Consequences of activity](#), [Performing evaluation](#) and [Evaluated characteristics](#)

**93**

fi välitön tulos  
sv direkt resultat *n*  
en direct result; immediate result

definition

that which directly results from the *output* of an activity

note

The direct results of an *activity financed by a government grant* can be evaluated at different points. For example, a *government grant applicant* may define the desired direct results as its *objective* in the *government grant application* and the *party awarding a government grant* may then evaluate the actual direct results and compare them to the objective.

A direct result may be that lonely older people who participate in a friendship activity, provided as a service, start chatting with each other. The number of participants in the event can also be a direct result.

Direct result and *direct effect* mean different things. For example, a direct result of a friendship service could be that a lonely older person participates in a friendship activity and chats there with the other participants. The direct effect of the friendship activity is that the lonely older person becomes acquainted with another person and starts meeting with them even outside the friendship activity.

Concept diagram: [Consequences of activity](#)

**94**

fi muutos  
sv förändring  
en change

definition

difference made in the original state or the expected future state of an object

note

A change in the expected future state could be a reduction in loneliness experienced by an older person. Or the change may be that a building of cultural historical value is spared the expected destruction.

Concept diagrams: [Change and effect](#) and [Consequences of activity](#)

**95**

fi merkittävä muutos  
sv betydande förändring  
en significant change

definition

*change* that is considered important from the chosen viewpoint

note

The concept of significant change refers to change in general terms as a discernible change in a subject, whereas *significant effect* always includes the cause of change.

A significant change can be presented, for example, as a *goal* of the activity or the ultimate reason why the activity should be financed.

For a *government grant authority*, it is essential to identify whether the significant change is a *socially significant change*, since these are the kind of changes *government grant activities* seek (for example, to improve the position of artists). However, in the case of individual *government grant applicants*, it may be more relevant to primarily use a different perspective to justify and assess the significant change, for example as a significant change affecting a type of activity, theme or target group. Such a change may also be a socially significant change, but not necessarily.

Concept diagram: [Change and effect](#)

**96**

fi yhteiskunnallisesti merkittävä muutos  
sv samhälleligt betydande förändring  
en socially significant change

definition

*significant change* that has been identified in social debate

note

A socially significant change is always assessed as either *beneficial* or *harmful change*.

Concept diagram: [Change and effect](#)

**97**

fi hyödyllinen muutos  
sv gynnsam förändring  
en beneficial change

definition

*change* that is judged to be positive

note

Since the positive nature of the change is always an interpretation by the body making the judgment, the same change can be assessed as either a beneficial or *harmful change*.

Beneficial changes can be identified from different perspectives. For example, a socially beneficial change can also be a *socially significant change*. However, a beneficial change that has not been identified as important in social debate is not a socially significant change.

Concept diagram: [Change and effect](#)

**98**

fi haitallinen muutos  
sv ogynnsam förändring  
en harmful change

definition

*change* that is judged to be negative

note

Since the negative nature of the change is always an interpretation by the evaluating body, the same change can be assessed as either *beneficial* or harmful change.

A range of perspectives can be used to identify harmful changes. For example, a socially harmful change can also be a *socially significant change*, but not all socially harmful changes are considered as such.

Concept diagram: [Change and effect](#)

**99**

fi vaikutus  
sv effekt  
en effect; impact (1)

definition

*change* caused by the observed activity or other observed factor, either alone or in combination with other factors

note

Effects are not directly controlled by the party implementing the activity since a given activity often does not produce an effect on its own, but requires several factors.

Effects may occur immediately or over a long period of time. Effects may be *direct* or *indirect*. Effects may take place according to the planned *objectives* or without planning.

An effect may also be such that the situation remains unchanged. In this case, a change has been achieved in relation to the expected negative development.

**Term note:** In the context of *impact evaluation* and *evaluation of the ability to have an effect*, 'impact' may be used alone to refer to *significant effects*. In everyday language, 'impact' does not have this specific meaning, and it is used to refer to all kinds of effects.

Concept diagrams: [Change and effect](#), [Consequences of activity](#), [Evaluation](#) and [Evaluated characteristics](#)

**100**

fi välitön vaikutus  
sv direkt effekt  
en direct effect; immediate effect; direct impact; immediate impact

definition

**effect** resulting directly from the *outputs* or *direct results* of the observed activity

note

A direct effect means a *change* that would not occur without the observed activity or other observed factor.

Direct effect and *direct result* mean different things. For example, a direct result of a friendship activity group could be that a lonely older person participates in the group and chats there with the other participants. The direct effect of the friendship activity is that the lonely older person becomes acquainted with another person and starts meeting with them even outside the friendship activity.

Concept diagrams: [Change and effect](#) and [Consequences of activity](#)

**101**

fi välillinen vaikutus  
sv indirekt effekt  
en indirect effect; indirect impact

definition

**effect** indirectly caused by the observed activity or other observed factor

note

For example, an indirect effect of friendship activities offered to older people may be that when the older person's loneliness is alleviated, their need to access healthcare services is also reduced. The activities can have the unintended indirect effect that alleviating the older person's loneliness reduces the concerns of family members, who may live far away, and therefore increases their wellbeing.

Concept diagrams: [Change and effect](#) and [Consequences of activity](#)

**102**

fi merkittävä vaikutus  
sv betydande effekt  
en significant effect; significant impact; impact (2)

definition

**effect** considered to be significant when approached from the chosen perspective

note

*Significant change* refers to a *change* that is expected to occur or has occurred as a generally perceived difference in the subject, whereas significant effect always includes the cause of the change.

**Term note:** In the context of *impact evaluation* and when *evaluation of the ability to have an effect*, 'impact' may be used alone to refer to significant effects. In everyday language, 'impact' does not have this specific meaning, and it is used to refer to all kinds of effects.

Concept diagram: [Change and effect](#)

**103**

fi yhteiskunnallisesti merkittävä vaikutus  
sv samhälleligt betydande effekt  
en socially significant effect; socially significant impact

definition

**significant effect** that has been identified in social debate

note

Socially significant effects are often considered in relation to **societal needs**.

A socially significant effect is always either positive, in other words, a **beneficial effect**, or negative, in other words, a **harmful effect**. However, a socially beneficial or harmful effect is not always a socially significant effect.

For example, the effect of the restrictions related to the COVID-19 pandemic on the development of young people is a socially significant effect.

Concept diagram: [Change and effect](#)

**104**

fi hyödyllinen vaikutus; hyöty  
sv gynnsam effekt  
en beneficial effect; benefit

definition

**effect** that is considered to be positive

note

A beneficial effect can be achieved either in accordance with the **objectives** or without planning. For example, guided physical activity aimed at improving the physical fitness of participants can also increase the participants' experience of inclusion.

Beneficial effects can be identified from different perspectives. For example, a socially beneficial effect, in other words, a societal benefit, can also be a **socially significant effect**. However, not all socially beneficial effects are considered as such.

Concept diagram: [Change and effect](#)

**105**

fi haitallinen vaikutus; haitta  
sv ogynnsam effekt  
en harmful effect; harm

definition

**effect** that is considered to be negative

note

Harmful effects can be identified in advance but they can also be unforeseen.

Harmful effects can be identified from different perspectives. A socially harmful effect, in other words, a societal harm, can also be a **socially significant effect**. However, not all socially harmful effects are considered as such.

Concept diagram: [Change and effect](#)

106

fi	yhteiskunnallinen tarve
sv	samhälleligt behov <i>n</i> ; samhällsbehov <i>n</i>
en	societal need; societal interest not: social need; social interest

definition

need, identified through public debate or social decision-making, to bring about a desirable *change* in the *state of a phenomenon*

note

A societal need may arise from a state that is perceived as undesirable and therefore should be eliminated or alleviated. The need may also arise from a state that is perceived as positive and should be maintained or improved.

Societal needs are identified based on value choices. On the basis of a societal need, *goals* can be formed.

For example, a societal need may be to alleviate the loneliness of older people whose loved ones live elsewhere or who otherwise live alone and are therefore at risk of being neglected. In order to alleviate loneliness among older people, efforts are made to increase and strengthen a sense of community, neighbourly help and opportunities for family members to support older people, thereby increasing their wellbeing.

**Term note:** The terms 'social need' and 'social interest' should not be used because they commonly describe relationships between *persons*.

Concept diagram: [Consequences of activity](#)

107

fi	vaikutusketju ei: vaikuttavuusketju
sv	effektkedja
en	logic model rather than: > impact chain; > logical framework; > results chain; > results framework

definition

logical entity that describes how activities produce *effects*

note

The logic model can be utilised in effect-focused activities both in the planning of activities and in verifying whether the planned activities achieve their *objectives*.

Concept diagram: [Consequences of activity](#)

108

fi	muutostoiminta mieluummin kuin: interventio
sv	förändringsverksamhet hellre än: intervention
en	intervention

definition

activity in which the *outputs* intentionally chosen as instruments of *change*, together with the *direct results* of the change in the subject, lead to the intended *direct effects*

note

For example, intervention can involve a measure, a service or a programme. It can refer to coaching a *person* or family in a difficult life situation, attaching a warning about the health hazards of tobacco to a tobacco product, or awarding a COVID-19 grant to finance the professional development of artists and creators who were unable to pursue their professions due to the restrictions related to the pandemic.

The output covered by the intervention can include organised activities and the direct result of the target group's participation in the activity. Change happens when these together produce direct effects.

Intervention may be linked to *production activity*, such as practical arrangements that support the implementation of the intervention. Production activities are not included in interventions.

**Term note:** In Finnish, the term 'interventio' (sv: intervention) is used in some fields in the sense defined here. However, it should be avoided because in Finnish and Swedish it is open to more than one interpretation.

Concept diagram: [Consequences of activity](#)

**109**

fi tuotannollinen toiminta; tuotanto  
sv produktionsverksamhet; produktion  
en production activity; production

definition

activity that generates *outputs* from *resources*

note

Production activity is not included in *intervention* but may be linked to it. For example, production activity may include administration, planning or data collection that support interventions.

Concept diagram: [Consequences of activity](#)

**110**

fi muutosteoria  
sv förändringsteori; programteori; interventionsteori  
en theory of change

definition

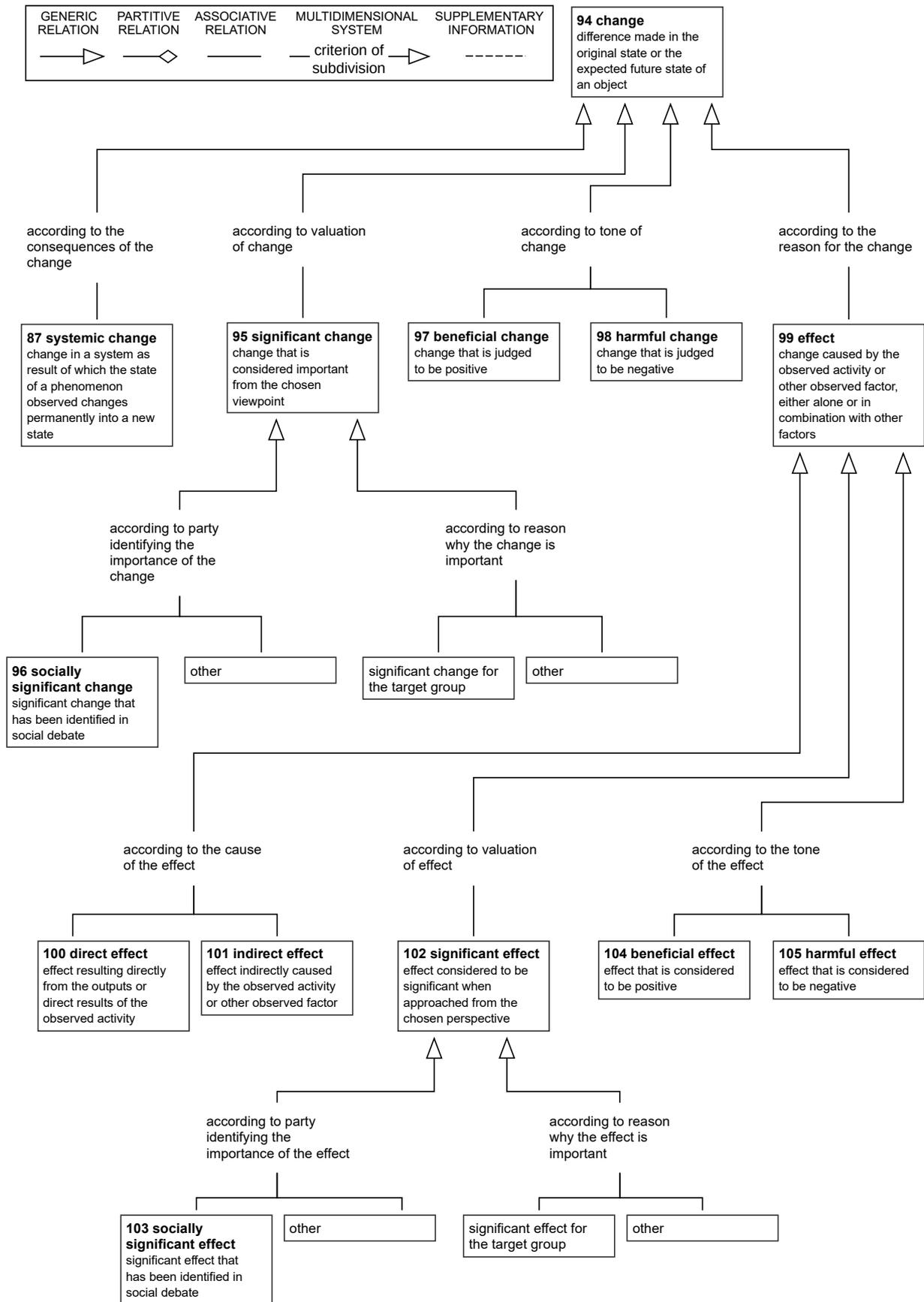
description of interconnected *effects* expected to lead to a *systemic change* that is considered both desirable and possible

note

A theory of change can describe the mechanisms that are expected to bring about the *changes* the theory presents in a range of factors and ultimately in the observed *phenomenon*.

A theory of change can describe, for example, how a systemic change is expected to take place in the life of an older person who feels lonely and as a result of which they permanently experience less loneliness.

Concept diagrams: [Subjects of activity](#) and [Consequences of activity](#)



Concept diagram 8. Change and effect.



## 7.3 Evaluation

### 7.3.1 Activities related to evaluation

111

fi kartoittaminen  
sv kartläggning  
en mapping

definition

activity that aims to form a consistent and reasoned situation picture of a subject

note

The data collected in mapping can be used, for example, in *monitoring* and *evaluation*.

For example, the needs of the target group can be mapped before the activity is planned and the baseline of the target group can be mapped before the activity is launched.

112

fi mittaaminen  
sv mätning  
en measuring

definition

activity that produces a numerical value describing a quantitative characteristic of a subject

note

The data collected in measuring can be used in *monitoring* and *evaluation*, for example.

Determining a qualitative characteristic of a subject is not measuring but rather evaluation.

The measuring may concern working hours, training organised or the number of participants in the training. The measuring may also concern issues such as cycling or the number of readers of a journal.

113

fi seuranta  
sv uppföljning  
en monitoring

definition

activity where data is collected and organised to determine how the state of a subject develops

note

The data collected in monitoring can be used, for example, in the *evaluation* of the progress of a *project* or in the *monitoring of the use of a government grant*.

The data collection included in monitoring can be active, passive or automated. In active data collection, the party responsible for monitoring also generates the data. In passive data collection, the party responsible for monitoring obtains the data from elsewhere. In automated data collection, a measuring device or other source generates and stores measurement data on the state of the subject at regular intervals.

A *government grant authority* may carry out the data collection included in monitoring by *reporting on an activity financed by a government grant*, in which case the *government grant recipient* will report on matters such as the progress and *costs* of the activities.

**Term note:** In the concept of *monitoring of the use of a government grant*, the word 'monitoring' refers to examining whether the recipient's finances and activities comply with certain criteria.

114

fi arviointi  
sv utvärdering; bedömning <oftast på förhand>; evaluering  
en evaluation; assessment; > review; > appraisal; > ex-ante evaluation; > ex-post evaluation

definition

activity producing a qualitative interpretation of a subject

note

Firstly, a qualitative interpretation may involve deciding the value of the subject, for example how successful the activity is considered to be. Secondly, a qualitative interpretation may involve describing the nature of the subject, such as how the *effects* of the activity were produced.

For example, evaluation may relate to the conditions for the *eligibility for a government grant* of a *government grant application* or cover post-activity effects.

Evaluation may be carried out by a *government grant authority* or other competent party, for example as part of the preparation of a *government grant decision* on the basis of government grant applications.

A *government grant applicant* or *recipient* may also carry out or commission evaluation, for example to improve the *ability to have an effect* of its own activities. An organisation may evaluate how its friendship activities for older people have achieved the effect, set as an *objective*, of alleviating the feeling of loneliness among participants. If loneliness among the participants has not been reduced as expected, the activity is developed through the understanding gained from the evaluation.

**Term note:** *Monitoring* is not the same as evaluation and the word 'monitoring' (fi: seuranta, sv: uppföljning) should not be used in that sense. Information gathered through monitoring can be used for evaluation.

**Term note:** 'Evaluation' and 'assessment' (fi: arviointi, sv: utvärdering, bedömning) are used in several senses. For the purposes of *government grant activities*, they should be used in the sense defined here, describing the qualitative nature of the activity. When describing the implementation of the activity, more precise concepts and terms of 'evaluation process' (fi: arviointiprosessi, sv: utvärderingsprocess) or 'evaluative analysis' (fi: arviointitarkastelu, sv: analys som ingår i utvärderingsprocess, analys som ingår i bedömningsprocess) should be used instead.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

**Term note:** For the purpose of evaluating *government grant applications*, the term 'review' should be used. 'Appraisal' may refer to an overall assessment of an activity or plan before any decisions on financing are made. The term 'ex-ante evaluation' refers to an evaluation carried out before the action is implemented, and the term 'ex-post evaluation' can be used for an evaluation carried out after the action has been completed.

Concept diagrams: [Evaluation](#) and [Performing evaluation](#)

115

fi vaikutusten arviointi  
sv utvärdering av effekterna; bedömning av effekterna <oftast på förhand>  
en impact evaluation; impact assessment

definition

*evaluation* of the *effects* that the activity generates or is expected to generate

note

Impact evaluation often examines positive and negative effects on one hand and intended and unintended effects on the other hand.

Impact evaluation may be carried out before or after the implementation of the activity. For example, an advance impact evaluation may be carried out for *procurement*. This involves assessing the extent to which the activity is expected to generate the desired effects, taking as its starting point the *goals* and *objectives* of the procurement in question.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

**Term note:** In the literature on evaluation, 'impact evaluation' and 'impact assessment' are established terms for this concept rather than, for example, evaluation or assessment of effects. See *evaluation* for more information.

Concept diagram: [Evaluation](#)

116

- fi vaikuttavuuden arviointi  
sv utvärdering av genomslaget för verksamheten;  
bedömning av genomslaget för verksamheten <oftast på förhand>  
en evaluation of the ability to have an effect; assessment of the ability to have an effect

definition

*evaluation* of an activity's *ability to have an effect*

note

Evaluation of the ability to have an effect may examine, for example, whether the activity has made the best possible progress towards the desired *goal*. Evaluation of the ability to have an effect always requires an *impact evaluation*.

Evaluation of the ability to have an effect carried out after the activity aims at separating the activity's *effects* from the effects that factors other than the observed activity have on the detected *change*.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

**Term note:** The terms 'impact evaluation' and 'impact assessment' should not be used in the sense defined here as they refer to evaluating effects.

Concept diagram: [Evaluation](#)

117

- fi mittari  
sv mätare  
en metric

definition

method for *measuring* a subject

note

A metric may refer to several methods where data is collected by a measuring device or accounting entries are used for measuring.

A metric is used, for example, when data on quantitative characteristics is produced for the purpose of *evaluation of an activity financed by a government grant*.

No metrics are used in the *evaluation* of qualitative characteristics. Instead, *evaluation factors* and *evaluation criteria* are used. Although the *evaluation answer* is sometimes expressed as a numerical value (such as a score based on the evaluation criteria), this figure does not describe quantitative characteristics (such as the number of cyclists) but qualitative characteristics (such as the success of the implementation method chosen for a *project*). Therefore, the term 'metric' is not recommended for methods that give a result expressed as numerical value describing a qualitative characteristic.

118

- fi indeksi  
sv index  
en index

definition

method for producing a numerical value that describes a subject and is comparable with other numerical values produced in a similar manner, by combining the numerical values related to the subject or the observation

note

For example, the shipwreck index developed under the Finnish Heritage Agency can be used to describe the expected *quality* of a shipwreck from an archaeological perspective. The index makes it possible to compare the likelihood of whether or not a shipwreck can be identified as a historical shipwreck and therefore investigated using archaeological methods. The index enables decision-making on the order of investigation of shipwrecks.

119

fi	indeksin arvo
sv	indexvärde
en	index value

definition

numerical value describing a subject that is produced using an *index*

note

The figures needed to calculate the index value can be produced by *measuring*, for example. The index value can be used for *monitoring* and *evaluation*.

The index value may be comparable either with the index value calculated for the same subject at another time or to the index value calculated for another subject.

For example, the shipwreck index developed under the Finnish Heritage Agency describes the expected *quality* of a shipwreck from an archaeological perspective. Based on the values of the shipwreck index produced for different wrecks, decisions on the order of investigation can be made.

120

fi	indeksikaava
sv	indexformel
en	index formula

definition

mathematical formula according to which an *index value* is calculated

note

For example, the index formula for the shipwreck index developed under the Finnish Heritage Agency is based on several data points concerning factors that impair the characteristics of a shipwreck.

121

fi	indikaattori
sv	indikator
en	indicator

definition

characteristic of a *phenomenon* or other subject used to express the existence, state or characteristic of another phenomenon or subject or a *change* in them

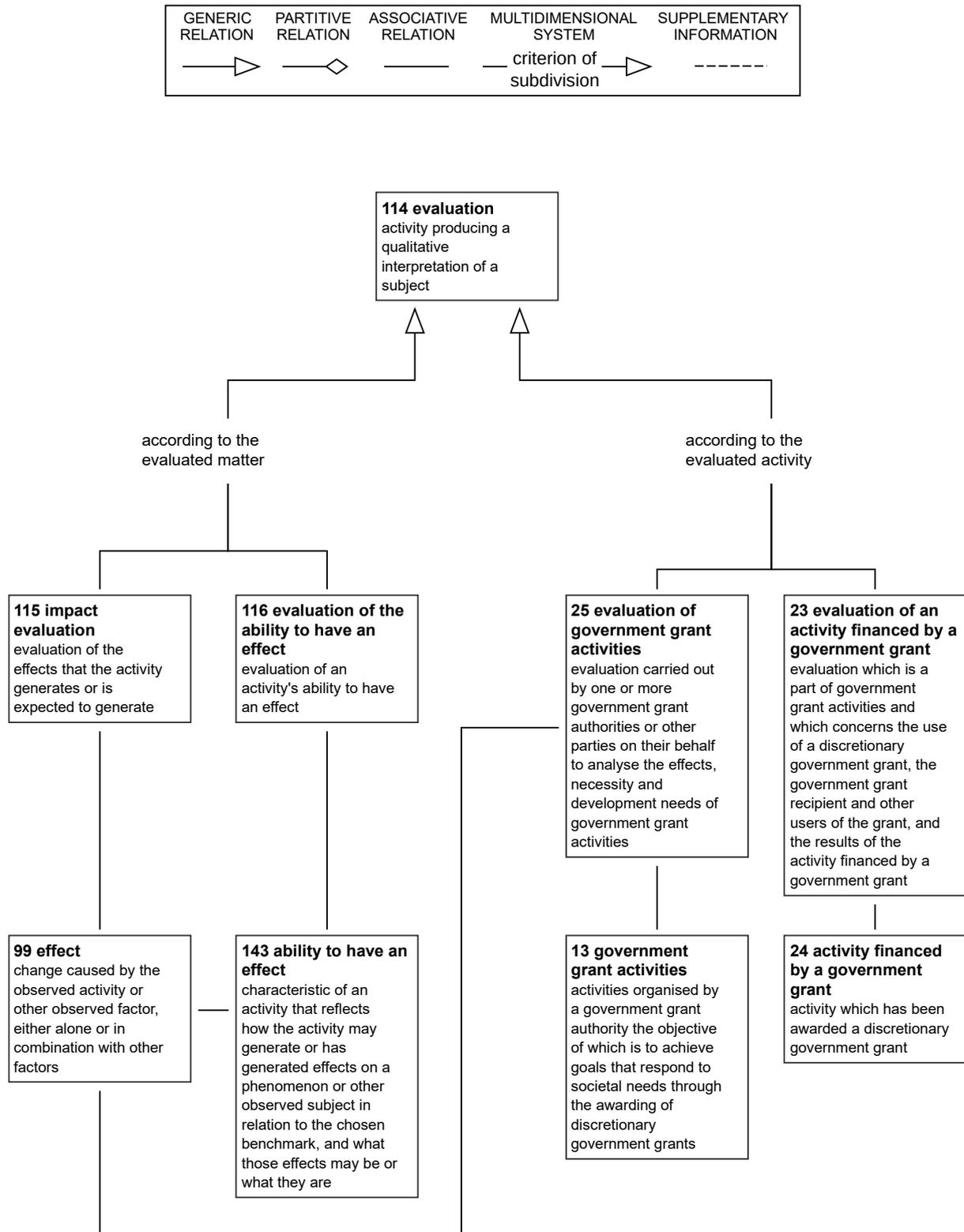
note

An indicator may be used in *evaluation* and *monitoring*.

An indicator can be expressed as a numerical value but it is not a *metric*. Indicators can be used to form an idea of the characteristic of a subject, such as the *state of a phenomenon* that is of interest to society. For example, a *government grant authority* could use as an indicator the number of *requests for an administrative review* it receives and assume it to indicate the *quality* of the *evaluation factors* and *evaluation criteria* of *government grant applications*. A metric, however, is only used to determine a numerical value describing a quantitative characteristic of a subject. A metric could be used to determine the number of requests for an administrative review concerning the *government grant decisions* made in a specific *call for government grant applications*.

For example, the *index value* produced using an *index* suitable for the purpose can be used as the indicator.

The indicator can be formed to express how a young person's participation in a work try-out affects that person's employment as an adult. For example, it has been established that many young people who were employed a year after the end of a work try-out will continue to be in employment ten years later. When this model is repeated for a sufficient number of persons, a person's employment status one year after the completion of the try-out can be used as an indicator of longer-term success in staying in employment.



Concept diagram 10. Evaluation.

### 7.3.2 Performing evaluation

122

- fi arviointiprosessin valmistelu  
sv beredning av utvärderingsprocess; beredning av bedömningsprocess <oftast på förhand>  
en preparation of an evaluation process; preparation of an assessment process

definition

activity that defines an *evaluation framework* and the provision of resources, roles and responsibilities of the *evaluation process*

note

The preparation of the evaluation process ensures that the process generates the required added value.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)

123

- fi arviointikehys  
sv utvärderingsram; bedömningsram <oftast på förhand>  
en evaluation framework; assessment framework

definition

key limits and procedures determined for *evaluation*

note

The evaluation framework defines the *purpose of evaluation*, *evaluation questions*, *evaluation area*, *subject of evaluation*, *evaluation factors* and *evaluation criteria*.

The evaluation framework directs and limits the *evaluation process*.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)

124

- fi arviointiprosessi  
sv utvärderingsprocess; bedömningsprocess <oftast på förhand>  
en evaluation process; assessment process

definition

process of carrying out an *evaluation*

note

The evaluation process may be extensive or short. It may be one-off or repeatedly implemented in the same way.

The evaluation process carried out by a *government grant authority* or other competent party may precede the making of a *government grant decision*

The evaluation process carried out or commissioned by a *government grant applicant* or *recipient* may precede measures to develop the activities of an *organisation*. For example, an organisation may focus the evaluation process on friendship activities organised for older people so that the selection of participants and the activities of the group can be developed.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)

125

- fi arviointiprosessin toteutuksen suunnittelu  
sv planering av genomförandet av en utvärderingsprocess;  
planering av genomförandet av en bedömningsprocess <oftast på förhand>  
en planning the implementation of an evaluation process;  
planning the implementation of an assessment process

definition

activity included in an *evaluation process* in which the *method of implementation of an evaluation process* and practical arrangements are planned

note

The practical arrangements for the evaluation process include elements such as scheduling, booking the premises and inviting participants to self-evaluation workshops.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)

126

- fi arviointitarkastelun lähtötietojen koostaminen  
sv sammanställning av källmaterial för analys som ingår i utvärderingsprocess;  
sammanställning av källmaterial för analys som ingår i bedömningsprocess <oftast på förhand>  
en compilation of evaluative analysis source data; compiling evaluative analysis source data

definition

activity included in an *evaluation process* in which the *evaluative analysis source data* is collected or produced, and organised

note

The compilation of evaluative analysis source data may include obtaining information by using existing data sets or generating data by means of interviews or *measuring*.

For example, a *government grant authority* evaluates a *project* for the purpose of awarding a *government grant for projects*, which provides source data for the project's *evaluative analysis* derived from elements such as the *government grant application*.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)

127

fi arviointitarkastelu  
sv analys som ingår i utvärderingsprocess; analys som ingår i bedömningsprocess <oftast på förhand>  
en evaluative analysis

definition

activity included in an *evaluation process* in which the *evaluative analysis source data* is examined and analysed to produce *evaluative analysis results data* that is then interpreted to provide *evaluation answers*

note

An evaluative analysis carried out by a *government grant authority* or other competent party may be included in the preparation of a *government grant decision*. In such cases, the evaluative analysis includes the analysis of *government grant applications* on the basis of *evaluation factors* or *evaluation criteria*.

In the evaluation process carried out or commissioned by a *government grant applicant* or *recipient*, the evaluative analysis may cover, for example, analysing the practices, *outputs* and *effects* of activities, making observations and conclusions on this basis, and ultimately issuing recommendations. For example, in order to improve the *ability to have an effect* of friendship activities which an organisation is offering for older people, the responses to the pre-activity and post-activity surveys of friendship group participants over the year can be used as source data. The evaluation data will then provide a percentage of the people who felt their loneliness had been alleviated. When this evaluation data is interpreted, the evaluation answers will firstly provide information on the activity's ability to have an effect, i.e. whether the participants' feeling of loneliness was reduced in line with the *objective*, and secondly show that the feeling of loneliness was alleviated most for those who initially experienced moderate loneliness. The third evaluation answer is a recommendation that people who experience moderate loneliness should be prioritised in the selection of participants for friendship activities.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)

128

fi arviointivastausten saattaminen käyttöön  
sv tillgängliggörande *n* av utvärderingssvar;  
tillgängliggörande *n* av bedömningssvar <oftast på förhand>  
en making evaluation answers available; making assessment answers available

definition

activity included in an *evaluation process* in which *evaluation answers* are made available for use

note

The evaluation process of a *government grant authority* or other competent party may be included in the preparation of a *government grant decision*. In such cases, making evaluation answers available means that they are made available for use in the preparation of a government grant decision.

In the evaluation process carried out or commissioned by a *government grant applicant* or *recipient*, making evaluation answers available may mean submitting a written report to the client or other *user of evaluation process outputs*. For example, the evaluation answers generated in the *evaluative analysis* of friendship activities provided by an organisation can be made available to the organisation's *employees* who choose the participants to the friendship group.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)

129

- fi arvioinnin tarkoitus  
sv syftet *n* med utvärderingen; syftet *n* med bedömningen <oftast på förhand>  
en purpose of evaluation; purpose of assessment

definition

purpose for which *evaluation* is carried out

note

Determining the purpose of evaluation involves identifying one or more *users of evaluation process outputs*, as it helps to give concrete expression to the purpose of evaluation.

An evaluation carried out by a *government grant authority* or other competent party may be included in the preparation of a *government grant decision*. In such cases, the purpose of evaluation is to provide, as the basis for the preparation, an opinion as to whether the *effects* sought by the *government grant applicant* could be achieved by awarding a *discretionary government grant* to the applicant.

The purpose of an evaluation carried out or commissioned by a government grant applicant or *recipient* may be to identify the effects of an activity to improve it or to communicate its effects to a *finance provider*. An evaluation carried out by an organisation may be intended to determine how the effect, defined as an *objective*, of its friendship activities for older people has been achieved and what factors have contributed to alleviating the feeling of loneliness. To improve the friendship activities' *ability to have an effect* the parties can consider the *evaluation answers* received.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)

130

- fi arviointikysymys  
sv utvärderingsfråga; bedömningsfråga <oftast på förhand>  
en evaluation question; assessment question

definition

question serving the *purpose of evaluation* and describing what should be discovered or understood about the *subject of evaluation*

note

Evaluation questions are set by the *party* responsible for the *preparation of an evaluation process* and are always included in the *evaluation framework*. An evaluation question should allow the parties to define the characteristics of the subject of evaluation for examination in the *evaluation process*. The evaluation question also helps the parties to decide on a relevant *evaluation factor* or a set of them.

An evaluation process may address several evaluation questions that may be of different nature. An evaluation question may concern, for example, how the task or activity to be evaluated is carried out.

To prepare for the evaluation of *government grant applications*, a *government grant authority* asks the *government grant applicants* to include in their *government grant applications* information that provides answers to the evaluation questions. Evaluation questions can be made available to the applicants or only used internally by the *party awarding a government grant*. For example, the evaluation question for the *evaluation* of *discretionary government grants* awarded to cultural journals could be 'What is the readability of your cultural journal?'

In the Common Assessment Framework (CAF), a model for developing *organisations* through self-assessment, the following question could be formed: 'How does your organisation plan, manage and improve human resources with regard to strategy and planning?'

The analysis and interpretation included in the *evaluative analysis* may also involve questions to which answers are sought from available datasets. However, these are not evaluation questions.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)

131

- fi arviointivastaus  
sv utvärderingssvar *n*; bedömnings svar *n* <oftast på förhand>  
en evaluation answer; assessment answer

definition

interpretation of the *subject of evaluation* based on the *evaluative analysis results data* and explored in the *evaluation question*

note

Evaluation answers include the findings from the evaluative analysis results data, the conclusions drawn from the findings or the recommendations made on the basis of these conclusions. An evaluation answer may combine numerical data and its interpretation.

The evaluation answer may describe the type of content published in a cultural journal against the *evaluation factors* and the *evaluation criteria*. The evaluator may draw a conclusion on the basis of an examination of the content and circulation of the journal.

For example, the subject of evaluation may concern the *direct effects* of friendship activities provided for older people experiencing loneliness. The evaluation answer may include the number of older people who thought that their feeling of loneliness was alleviated as a result of the friendship activities and a conclusion based on this information on the direct effects of the activity.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)

132

- fi arviointialue  
sv utvärderingsområde *n*; bedömningsområde *n* <oftast på förhand>; område *n* för utvärdering; område *n* för bedömning <oftast på förhand>  
en evaluation area; assessment area

definition

set of issues or a theme that is relevant to the *purpose of evaluation*

note

The entire evaluation area or an aspect of it can become the *subject of evaluation*.

For example, in the *processing of a government grant matter*, the evaluation area may be an activity planned by a *government grant applicant*.

In the Common Assessment Framework (CAF), a model for developing *organisations* through self-assessment, the evaluation areas in the organisation's *evaluation* include Leadership and People. The evaluation areas for the organisation's results include People Results and Citizen/Customer-oriented Results.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)

133

- fi arvioinnin kohde  
sv föremål *n* för utvärdering; utvärderingsobjekt *n*; föremål *n* för bedömning <oftast på förhand>;  
bedömningsobjekt *n* <oftast på förhand>  
en subject of evaluation; subject of assessment

definition

aspect of the *evaluation area* selected to be evaluated

note

All or part of the evaluation area described in the *purpose of evaluation* may be selected for evaluation. An *evaluation process* may cover one or more subjects. For example, if the evaluation area covers *parties* that are civil society organisations, all parties or just their *employees* or *volunteers* may be selected.

For example, a *party* or a planned or realised activity can become the subject of evaluation. Examples of more narrowly defined subjects of evaluation include *government grant authorities* or *government grant applicants*, operating processes, *objectives* set for an activity or a *project*, services, applicant's work plans, and previous personal artistic *outputs* or sporting achievements.

For *government grant applications*, a subject of evaluation is determined for each call and then applied to the information which the applicants are asked to present in their applications. For example, for a government grant application for built heritage, the subject of evaluation could cover the building to be renovated or the planned repairs.

In the Common Assessment Framework (CAF), a model for developing *organisations* through self-assessment, the evaluation area of the organisation's performance covers several areas, one of which is People. Within this area, one of the subjects of evaluation is 'Manage and improve human resources to support the strategy of the organisation'.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)

134

- fi arviointiprosessin toteutustapa  
sv sätt *n* att genomföra utvärderingsprocess;  
sätt *n* att genomföra bedömningsprocess <oftast på förhand>  
en method of implementation of an evaluation process; evaluation process implementation method;  
method of implementation of an assessment process;  
assessment process implementation method

definition

measures taken to carry out the *evaluation process*, those involved in the evaluation process at various stages and the roles they play

note

The method of implementation of an evaluation process is chosen on the basis of the *purpose of evaluation* and the *evaluation question* to be considered.

Based on the chosen method of implementation, the *compilation of evaluative analysis source data* may be carried out through means such as a *government grant application*, survey, workshop or interview. The *evaluative analysis*, which is performed in line with the method of implementation of the evaluation process, may be based on, for example, *evaluation factors* and *evaluation criteria*.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)

135

- fi arviointitarkastelun lähtötieto  
sv källmaterial *n* för analys som ingår i utvärderingsprocess;  
källmaterial *n* för analys som ingår i bedömningsprocess <oftast på förhand>  
en evaluative analysis source data

definition

data point concerning a *subject of evaluation* that has been chosen for analysis and interpretation

note

Evaluative analysis source data is collected from various existing datasets, or it may include data produced or collected specifically for the *evaluation process*. For example, the data analysed in the ex-ante evaluation of a *call for government grant applications* includes data from *government grant applications* and other data obtained for the evaluation process. Data for the evaluation carried out during the activity may include *evidence* that the *government grant recipient* has submitted to the *government grant authority* or other competent party in the *reporting on an activity financed by a government grant*.

Evaluative analysis source data may be directly related to the subject of evaluation or it may be, for example, data on a subject *indicator*.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)

136

- fi arviointitarkastelun tulostieto  
sv resultatinformation av analys som ingår i utvärderingsprocess;  
resultatinformation av analys som ingår i bedömningsprocess <oftast på förhand>  
en evaluative analysis results data

definition

data point concerning a *subject of evaluation* that is derived from *evaluative analysis source data*

note

Evaluative analysis results data may be included in aggregates, summaries and comparisons.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)

137

- fi arviointiperuste  
sv utvärderingsgrund; bedömningsgrund <oftast på förhand>  
en evaluation factor; assessment factor

definition

that on the basis of which one or more of the *subjects of evaluation* are examined

note

For example, the scope, *ability to have an effect* or *quality* of the *project* in the sector targeted by the *discretionary government grant* may be chosen as an evaluation factor. In order to define the factors, the parties ask *evaluation questions*.

Evaluation factors may be provided in the law. For example, the Non-discrimination Act (1325/2014) lays down the basis for promoting equality and preventing discrimination.

For example, the Finnish Heritage Agency has determined the evaluation factors for awarding discretionary government grants for built heritage projects carried out by *government grant applicants*. In 2022, these include the value of the site and the *effect* of the project on the preservation of the site. For each of these factors, *evaluation criteria* have been established to assess the value of the project in relation to that factor.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)

138

fi arviointikriteeri  
sv utvärderingskriterium *n*; bedömningskriterium *n* <oftast på förhand>  
en evaluation criterion; assessment criterion

definition

criterion for interpreting and valuing data on the state of the *subject of evaluation* in relation to one or more of the *evaluation factors* or to the compared subjects

note

An evaluation criterion may be used to limit or organise the subjects. With the help of evaluation criteria, a subject is placed on the evaluation scale. Different criteria and scales may be used in the *evaluation process* carried out for a specific *purpose of evaluation*.

Evaluation criteria are used in the *evaluation* of qualitative characteristics. Evaluation criteria are not *metrics*, as they are used to describe a quantitative characteristic (such as the number of cyclists).

For example, evaluation criteria have been defined for the discretionary government grants awarded by the Finnish Heritage Agency for built heritage in order to assess the value of the proposed *project* against a specific evaluation factor. The site's value is one of the evaluation factors. In 2022, two of its evaluation criteria are: 'site of national importance with excellent historical value, representativeness and source and documentation value; a site protected by law or regulation' and 'site of provincial importance with good or satisfactory representativeness and source and documentation value'.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)

139

fi arviointiprosessin tuotos  
sv utvärderingsprocessens prestation; bedömningsprocessens prestationer *pl* <oftast på förhand>  
en evaluation process output; output of an evaluation process; assessment process output; output of an assessment process

definition

*output* produced in an *evaluation process*

note

Examples of evaluation process outputs may include summaries of *evaluative analysis source data* and *evaluative analysis results data, documents* containing the *evaluation answers* and documents related to the implementation of the evaluation process.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)

140

- fi arviointiprosessin tuotosten käyttäjä  
sv användare av utvärderingsprocessens prestationer;  
användare av bedömningsprocessens prestationer <oftast på förhand>  
en user of evaluation process outputs; user of assessment process outputs

definition

**party** that exploits one or more of the *evaluation process outputs* in the course of its activities or its development

note

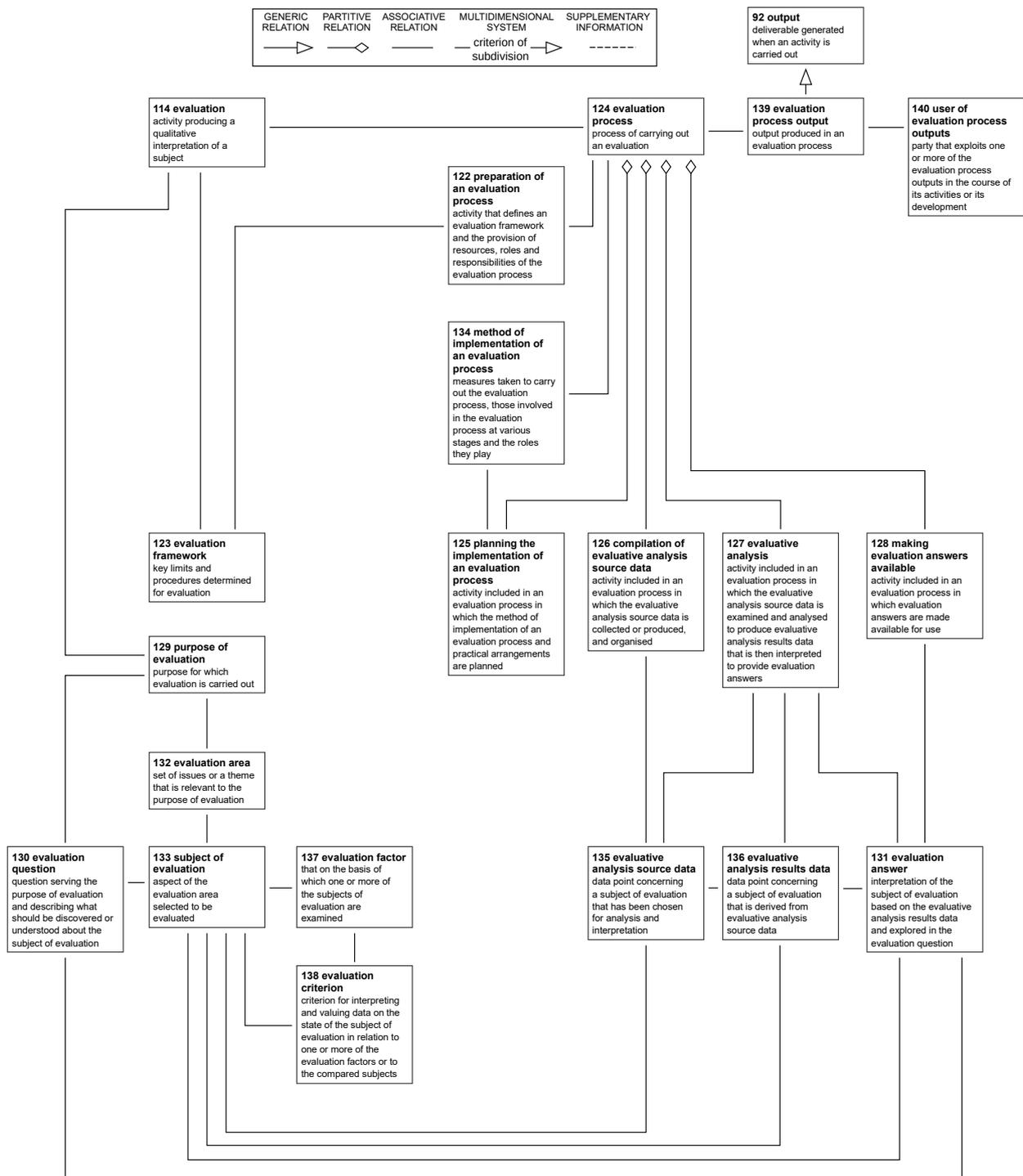
One or more users of the evaluation process outputs are identified when determining the *purpose of evaluation*. More users may be identified at a later stage. Evaluation process outputs can be used by several parties, some of which are primary and some secondary users of outputs.

Determining who will make use of the evaluation process outputs helps to formulate a range of *evaluation questions* for potentially different users of outputs. Identifying the users of outputs also supports the development of *activities financed by a government grant* in cooperation between the parties.

In the *evaluation process* of *government grant activities*, the users of evaluation process outputs may include *government grant authorities*, *government grant recipients* and other *stakeholders*.

**Term note:** In Swedish, 'bedömning' usually refers to activities that are being planned, while 'utvärdering' refers to activities that are ongoing or have already happened.

Concept diagram: [Performing evaluation](#)



Concept diagram 11. Performing evaluation.

### 7.3.3 Evaluated characteristics

141

fi laatu  
sv kvalitet  
en quality

definition

extent to which the characteristics of the examined subject meet the needs and expectations

note

The quality of the *activity financed by a government grant* can be examined, firstly, from the perspective of *results*. For this, the quality of the activity is defined by the extent to which the results meet the needs and expectations. Secondly, the quality of the activity can be examined purely in terms of operational aspects, for example whether the activity meets the requirements for the participation of the selected target group or whether the decision-making of the *project* meets the needs and requirements for democracy.

Concept diagram: [Evaluated characteristics](#)

142

fi merkittävyys  
sv betydelse  
en significance

definition

characteristic that reflects how the observed subject, the state of the subject or the *change* in the state of the subject is valued

note

How significance is determined depends on the context.

Firstly, significance may be determined based on an objective analysis, such as the *evaluation* of societal significance on the basis of certain pre-defined *evaluation criteria*.

Secondly, significance may be determined based on subjective valuation. For example, a specialist conducting a peer review can evaluate significance based on a subjective opinion which is based on their *competence* and knowledge of the subject field. Participants in the evaluated activity may also provide a subjective evaluation of significance. For example, older people who have experienced loneliness and have participated in friendship activities can evaluate how significant the friendship group has been in reducing their experience of loneliness.

Thirdly, a community can determine significance based on the experience of its members. For example, a community may determine the significance of a local nature site.

Concept diagram: [Evaluated characteristics](#)

143

fi vaikuttavuus  
sv genomslag *n*; genomslagskraft; verkningsfullhet  
en ability to have an effect; ability to have an impact; impactful *adj.*

definition

characteristic of an activity that reflects how the activity may generate or has generated *effects* on a *phenomenon* or other observed subject in relation to the chosen benchmark, and what those effects may be or what they are

note

The ability to have an effect is usually observed over a certain period of time.

The ability to have an effect describes the activity rather than the effects. Effects describe the consequence of the activity or other factor.

**Term note:** 'Ability to have an effect' (fi: vaikuttavuus, sv: genomslag) should not be used to describe the *significance* or quantity of effects. If significance is an essential factor, then either *socially significant effect* (fi: yhteiskunnallisesti merkittävä vaikutus, sv: samhälleligt betydande effekt) or *systemic change* (fi: systeeminen muutos, sv: systemisk förändring) should be used, depending on the context. If quantity is an essential factor, 'effects' or 'socially significant effects' should be used in the plural.

**Term note:** The term 'effectiveness' should not be used in the sense defined here because it relates to *status* and not to effects (see *effectiveness*).

**Term note:** The term 'impactful' as an adjective has the same meaning as the one defined here. 'Impactfulness' as a noun is rarely used and not recommended.

Concept diagrams: [Evaluation](#) and [Evaluated characteristics](#)

144

fi tuottavuus  
sv produktivitet  
en productivity  
not: efficiency

definition

characteristic of an activity reflecting the amount of *outputs* generated by the activity in relation to the amount of *resources* needed to produce them

note

For example, productivity may be examined by comparing activities carried out by different *parties* or at different locations or at different times.

Concept diagram: [Evaluated characteristics](#)

145

fi taloudellisuus  
sv lönsamhet  
en economic efficiency  
not: cost-efficiency; economy

definition

characteristic of an activity reflecting the ratio of the number of achieved *outputs* of an activity to its *costs*

Concept diagram: [Evaluated characteristics](#)

146

fi tuloksellisuus  
sv måluppfyllelse  
en effectiveness

definition

characteristic of an activity reflecting the *status* in relation to the *objectives* set for the activity

note

Effectiveness can be evaluated, for example, in relation to the *outputs*, *direct results* and *direct effects* of the activity.

Concept diagram: [Evaluated characteristics](#)

**147**

fi sijoittuneisuus  
sv position; läge *n*  
en positioning

definition

characteristic of an activity reflecting the position of a *party* in its own activities in relation to its context and other parties

note

Positioning may be revealed, for example, by the links identified between an activity and the other activities in the same field, the target group or other parties with the same *goal* or *objective*.

In the *evaluation of government grant activities*, positioning can be examined both by the party itself and the body evaluating the party.

Concept diagram: [Evaluated characteristics](#)

**148**

fi tarkoituksenmukaisuus  
sv ändamålsenlighet  
en relevance

definition

characteristic of an activity reflecting the extent to which the chosen means are suited to the intended purpose

note

Relevance is determined according to the situation. For example, it may be relevant to make use of existing good practices or established working models in a particular *project*. Whereas sometimes a new or unusual way of carrying out activities may be more relevant. From the perspective of the target group, it may be relevant, for example, to offer individual support to a certain *person* rather than offer group activities.

The *evaluation* of relevance is based on knowledge of the working method, the *objectives* of the activity and the context.

Concept diagram: [Evaluated characteristics](#)

**149**

fi soveltuvuus toimintaympäristöön  
sv lämplighet för verksamhetsmiljön  
en appropriateness

definition

characteristic of an activity reflecting the extent to which an activity and the means chosen to carry it out match a specific context

note

In development cooperation, for example, appropriateness reflects the degree to which the means used in the activities are relevant for the local culture. Appropriateness could also reflect whether a working model developed for urban areas is suitable for use in rural areas.

Concept diagram: [Evaluated characteristics](#)

**150**

fi lisäisyys  
sv additionalitet  
en additionality

definition

characteristic of an activity reflecting the added benefits the observed activity may have for any other known activities

note

For example, additionality in offsetting emissions requires demonstrating credibly that offsetting will lead to a larger reduction in emissions faster than would have been the case in the absence of offsetting.

Concept diagram: [Evaluated characteristics](#)

**151**

fi vaatimustenmukaisuus  
sv kravenlighet  
en compliance

definition

characteristic of an activity reflecting compliance with both the specific conditions set for it and any general conditions, rules, regulations or ethical standards imposed on it

note

For example, the compliance of an *activity financed by a government grant* covers *eligibility for a government grant*.

Concept diagram: [Evaluated characteristics](#)

**152**

fi toteutettavuus  
sv genomförbarhet; utförbarhet  
en feasibility

definition

characteristic of a plan reflecting the likelihood that the *resources* and measures described in the plan will be able to deliver the planned *outputs*

note

Feasibility is often evaluated on the basis of a plan. For example, a *government grant authority* will evaluate the feasibility of the financed activities proposed in a *government grant application* on the basis of the action plan presented in the application.

Concept diagram: [Evaluated characteristics](#)

**153**

fi vaikutussuhteen uskottavuus  
sv trovärdigheten i inbördes samband  
en credibility of a causal relationship

definition

characteristic of a *causal relationship* reflecting the reliability of the underlying assumptions

note

The credibility of the alleged causal relationship depends on several factors, such as on how convincing the grounds presented in support of the underlying assumptions for the relationship are and whether these assumptions are established concepts or new interpretations.

Concept diagram: [Evaluated characteristics](#)

**154**

fi toimintakyky  
sv kapacitet  
en capacity

definition

characteristic of a *party* reflecting whether the party has at its disposal the *resources* necessary to carry out, in an relevant manner, the tasks it considers necessary and significant or for which it is responsible

note

Capacity can be viewed as a characteristic of a *person* or an *organisation*.

Concept diagram: [Evaluated characteristics](#)

**155**

fi vaikutuksen pysyvyys  
sv effektens varaktighet  
en sustainability of an effect; sustainability of an impact

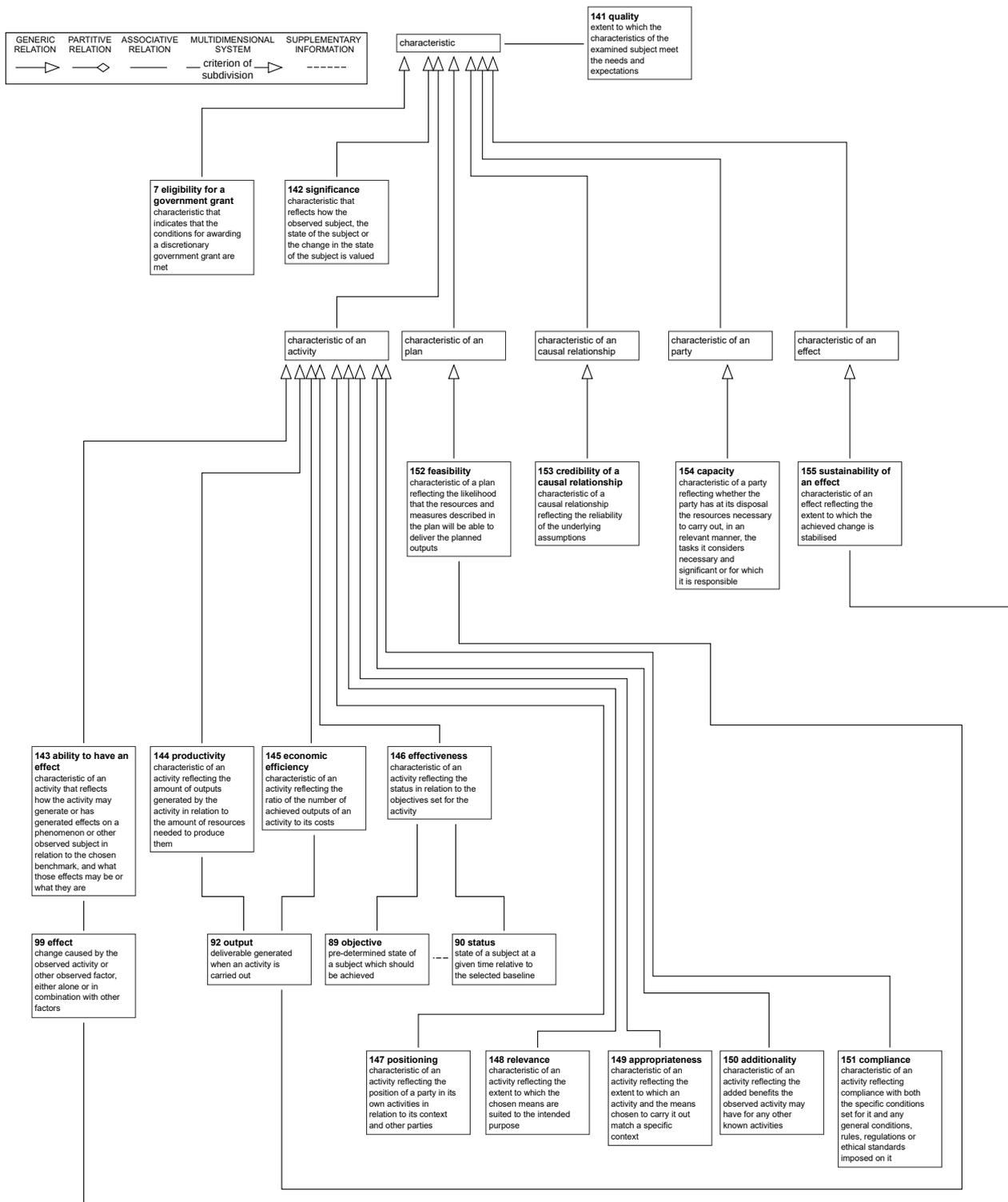
definition

characteristic of an *effect* reflecting the extent to which the achieved *change* is stabilised

note

In development cooperation, for example, sustainability of an effect reflects whether the *beneficial change* achieved through an external development project will continue after the *project* has ended.

Concept diagram: [Evaluated characteristics](#)



Concept diagram 12. Evaluated characteristics.

## 8 Concepts describing activities financed by a government grant

### 8.1 Financial planning, reporting and status

#### 8.1.1 Revenue, expenditure, expenses and costs

156

<discretionary government grants>

fi tulo  
sv inkomst  
en revenue

definition

amount of money received for a direct consideration transferred

note

When applying for a *discretionary government grant* and reporting on its use, the amount received for consideration by the *government grant applicant* or *recipient* in respect of the *activity financed by a government grant* is considered as revenue. It can be generated directly by the activity or *project*, for example from sales, lease or user fees.

Revenue attributable to a given financial year is recognised as *income* in the profit and loss account.

For example, a public event financed by a discretionary government grant may generate ticket revenue.

In this context, revenue is defined from the perspective of the planning of the activities by the government grant applicant or recipient and the use and procurement of *resources*. Revenue may be defined differently in contexts other than those of *government grant activities*. For example, revenue is treated differently in taxation and the Accounting Act.

Concept diagram: [Revenue and expenditure](#)

157

<discretionary government grants>

fi tuotto  
sv intäkt  
en income

definition

portion of *revenue* recognised in a given financial year and entered in the profit and loss account

note

Revenue is recognised as income in the financial year in which the related consideration was transferred. If the consideration was not transferred in the same financial year as the revenue was received, it is not recognised as income for that financial year but as an advance payment received.

For example, ticket revenues from a public event may already be generated in the financial year preceding the event, but they are only recognised as income in the next financial year during which the event takes place.

Concept diagram: [Revenue and expenditure](#)

**158**

<discretionary government grants>

fi meno  
sv utgift  
en expenditure

definition

amount of money spent on the *procurement* of a *resource*

note

Expenditure includes items such as pay and travel.

For example, the expenditure of acquiring an item of equipment costing EUR 5,000 is EUR 5,000 entered in the accounts.

In this context, expenditure is defined from the perspective of the planning of the activities by the *government grant applicant* or recipient and the procurement of resources. Expenditure may be defined differently in contexts other than those of *government grant activities*. For example, in central and local government accounting the concept of expenditure may be broader than in the case of *activities financed by a government grant*.

Concept diagram: [Revenue and expenditure](#)

**159**

<discretionary government grants>

fi pitkävaikutteinen meno  
sv utgift med lång verkningstid  
en long-term expenditure

definition

*expenditure* attributable to the *procurement* of a *resource* which is recognised as an asset in the balance sheet

note

Long-term expenditure arises from a resource that affects operations or profit or loss for at least two financial years.

Concept diagram: [Revenue and expenditure](#)

**160**

<discretionary government grants>

fi poisto  
sv avskrivning  
en depreciation

definition

portion of the *long-term expenditure* recognised as an *expense* in a given financial year

note

Depreciation is a write-down to take account of the wear and tear and technical obsolescence of *resources* used in more than one financial year.

Concept diagram: [Revenue and expenditure](#)

## 161

fi	hankinta
sv	upphandling
en	procurement rather than: acquisition

definition

acquiring a *resource* for a consideration

note

In an activity or *project*, procurement may take the form of, for example, hiring, renting or purchasing a resource.

The term 'procurement' as defined here refers to a wide range of purchases. Therefore, procurement does not only refer to the procurement of goods or services in accordance with the Finnish Procurement Act, i.e. the Act on Public Procurement and Concession Contracts (1397/2016). If procurement is specifically referred to as specified in the Procurement Act, those involved should be informed about this definition in an appropriate and unambiguous manner.

**Term note:** Use 'procurement' because it has a more precise definition than 'acquisition', which is often used in a broader sense.

Concept diagram: [Revenue and expenditure](#)

## 162

<discretionary government grants>

fi	kulu
sv	kostnad (1)
en	expense

definition

portion of *expenditure* recognised in a given financial year and entered in the profit and loss account

note

Example: The lifetime of a device costing EUR 5,000 has been estimated at five years, during which it will be used to generate the company's *revenue*. The device will be depreciated in the accounts in accordance with the depreciation plan for a straight-line depreciation period of five years. The device expense amortised over a financial year is EUR 1,000, which corresponds to one year's *depreciation*.

Concept diagram: [Revenue and expenditure](#)

## 163

<discretionary government grants>

fi	kustannus
sv	kostnad (2)
en	cost

definition

financial forfeiture arising from the use of a *resource*

note

The amount of the cost can be determined by attributing to the observed activity the proportion of the *expense* that results from the use of the resource.

For example, if equipment costing EUR 5,000 is used for a year at 50% of its full potential operating time in a *project* financed by a *discretionary government grant* and it is otherwise used for other purposes and the equipment *depreciation* is EUR 1,000 per year, the cost of using the equipment for the project is EUR 500 per year.

Costs are divided into *direct* and *indirect costs*. The breakdown is computational and used for the calculation of costs.

In this context, cost is defined from the perspective of the planning of the activities by the *government grant applicant* or *recipient* and the use and procurement of resources. In other contexts, cost can be understood in a broader sense.

Depending on the purpose of the cost calculation, the planning or *monitoring* of costs is based on both accounting and other financial monitoring carried out by the *organisation* or project.

Concept diagrams: [Costs](#) and [Financing and value of resources](#)

**164**

<discretionary government grants>

fi välitön kustannus; suora kustannus  
sv direkt kostnad  
en direct cost

definition

**cost** the amount of which is determined by attributing a proportion of the *expense* directly to the observed activity or *project*

note

Direct costs are mostly variable costs: they increase or decrease as the level of activity changes. Typical direct variable costs include wage and salary costs for the research carried out in the project or the cost of services purchased for the project.

Depending on the purpose of the cost calculation, the planning or monitoring of costs is based on both accounting and other financial *monitoring* of the *organisation* or project.

Concept diagram: [Costs](#)

**165**

<discretionary government grants>

fi välillinen kustannus; epäsuora kustannus  
sv indirekt kostnad  
en indirect cost

definition

**cost** the amount of which cannot be determined or is not appropriate to be determined by attributing *expenses* directly to the observed activity or *project*, but the amount of which may be determined by allocating a proportion of the cost by means of a generally accepted cost accounting method

note

Expenses that cannot be attributed directly include the wage and salary costs for the *persons* performing general administrative tasks (such as a university rector). Expenses that are not appropriate for attributing directly include the cost of invoice processing by financial administration staff in the *organisation*. The payment of invoices may relate to dozens or even hundreds of different projects and accurate *monitoring* of the time taken to invoice each individual project would not be appropriate.

Indirect costs usually include fixed costs in the short term. For example, these may arise from common premises, which many people use for several activities. Expense on such premises could be divided between the activities in proportion to the time they spend working in the premises. The portion allocated to each activity would then become an indirect cost of the project.

Depending on the purpose of the cost calculation, the planning or monitoring of costs is based on both accounting and other financial monitoring carried out by the organisation or project.

**Term note:** The terms 'overhead costs' or 'overheads' (fi: yleiskustannus, sv: allmän kostnad) are used by some *parties* either fully or partially in the sense of 'indirect cost'.

Concept diagram: [Costs](#)

**166**

<discretionary government grants>

fi hyväksyttävä kustannus  
sv godtagbar kostnad  
en eligible cost

definition

**cost** incurred by an activity or *project* intended to be financed by a *discretionary government grant* and also otherwise in compliance with the terms and conditions of the government grant

note

**Term note:** In the context of EU funding, 'eligible cost' is 'tukikelpoinen kustannus' in Finnish and 'stödberättigande kostnad' in Swedish.

Concept diagrams: [Costs](#) and [Total amount of costs](#)

**167**

<discretionary government grants>

fi ei-hyväksyttävä kustannus

sv icke-godtagbar kostnad

en non-eligible cost

definition

*cost* that is incurred by an activity or *project* intended to be financed by a *discretionary government grant* but that does not comply with the terms and conditions of the government grant

note

**Term note:** In the context of EU funding, 'non-eligible cost' is 'kustannus, joka ei ole tukikelpoinen' in Finnish and 'kostnad som inte är stödberättigande' in Swedish.

Concept diagrams: [Costs](#) and [Total amount of costs](#)

**168**

<discretionary government grants>

fi arvioidut kustannukset *pl*

sv beräknade kostnader *pl*

en estimated costs *pl*

definition

*costs* estimated by the *government grant applicant* or *recipient* to be incurred by the activity or *project* intended to be financed by a *discretionary government grant* and which are processed by the *government grant authority* or other competent party

Concept diagram: [Costs](#)

**169**

<discretionary government grants>

fi ehdotetut arvioidut kustannukset *pl*

sv föreslagna beräknade kostnader *pl*

en proposed estimated costs *pl*

definition

*estimated costs* which a *government grant applicant* or *recipient* presents to the *government grant authority* or other competent party in a *government grant application* or a *request for a revision of a government grant*

Concept diagram: [Costs](#)

**170**

<discretionary government grants>

fi hyväksytyt arvioidut kustannukset *pl*

sv godkända beräknade kostnader *pl*

en approved estimated costs *pl*

definition

*estimated costs* which the *government grant authority* or other competent party takes into account when determining the amount of the *discretionary government grant*

Concept diagram: [Costs](#)

**171**

<discretionary government grants>

fi hylätyt arvioidut kustannukset *pl*

sv icke-godkända beräknade kostnader *pl*

en rejected estimated costs *pl*

definition

*estimated costs* which the *government grant authority* or other competent party has decided not to take into account when determining the amount of the *discretionary government grant*

Concept diagram: [Costs](#)

**172**

<discretionary government grants>

fi toteutuneet kustannukset *pl*

sv faktiska kostnader *pl*

en actual costs *pl*

definition

*costs* which, according to the *government grant recipient*, have been incurred by the *activity financed by a government grant* or *project* and which the *government grant authority* or other competent party processes

Concept diagram: [Costs](#)

**173**

<discretionary government grants>

fi ilmoitetut toteutuneet kustannukset *pl*

sv redovisade faktiska kostnader *pl*

en declared actual costs *pl*

definition

*actual costs* which the *government grant recipient* declares to the *government grant authority* or other competent party in the *evidence* it provides on the use of the *discretionary government grant*

Concept diagram: [Costs](#)

**174**

<discretionary government grants>

fi hyväksytyt toteutuneet kustannukset *pl*

sv godkända faktiska kostnader *pl*

en approved actual costs *pl*

definition

*actual costs* which the *government grant authority* or other competent party takes into account when making a decision on the amount of the *discretionary government grant* to be paid to the *government grant recipient*

Concept diagram: [Costs](#)

**175**

<discretionary government grants>

fi hylätyt toteutuneet kustannukset *pl*

sv icke-godkända faktiska kostnader *pl*

en rejected actual costs *pl*

definition

*actual costs* which the *government grant authority* or other competent party has not taken into account when making a decision on the amount of the *discretionary government grant*

Concept diagram: [Costs](#)

**176**

<discretionary government grants>

fi kustannusten yhteismäärä

sv sammanslagna kostnader *pl*

en total amount of costs

definition

sum of *costs* related to a *project* or *activity financed by a government grant* or one that is intended to be financed by a *discretionary government grant*

Concept diagram: [Total amount of costs](#)

177

<discretionary government grants>

fi kokonaiskustannukset *pl*  
sv totalkostnader *pl*  
en total cost

definition

*total amount of costs* corresponding to all the *direct* and *indirect costs* of the activity or *project* to be financed by a *discretionary government grant*

note

Total cost is calculated in the same way as the cost price used in product pricing.

**Term note:** 'Total cost model' (fi: kokonaiskustannusmalli, sv: totalkostnadsmodell) may be used in a context in which the total cost of an activity or project intended to be financed by a discretionary government grant is taken as the starting point for determining the level of the discretionary government grant.

Concept diagram: [Total amount of costs](#)

178

<discretionary government grants>

fi ehdotettujen arvioitujen kustannusten yhteismäärä  
sv föreslagna beräknade sammanslagna kostnader *pl*  
en total amount of proposed estimated costs

definition

*total amount of costs* calculated for the *proposed estimated costs*

Concept diagram: [Total amount of costs](#)

179

<discretionary government grants>

fi hyväksytyjen arvioitujen kustannusten yhteismäärä  
sv godkända beräknade sammanslagna kostnader *pl*  
en total amount of approved estimated costs

definition

*total amount of costs* calculated for the *approved estimated costs*

note

Total amount of approved estimated costs is used when calculating the amount of the *discretionary government grant* to be awarded.

Concept diagram: [Total amount of costs](#)

180

<discretionary government grants>

fi hylättyjen arvioitujen kustannusten yhteismäärä  
sv icke-godkända beräknade sammanslagna kostnader *pl*  
en total amount of rejected estimated costs

definition

*total amount of costs* calculated for the *rejected estimated costs*

Concept diagram: [Total amount of costs](#)

181

<discretionary government grants>

fi hyväksyttävien ehdotettujen arvioitujen kustannusten yhteismäärä  
sv godtagbara föreslagna beräknade sammanslagna kostnader *pl*  
en total amount of eligible proposed estimated costs

definition

share of the *total amount of proposed estimated costs* of a project or *activity financed by a government grant* which results from *eligible costs*

Concept diagram: [Total amount of costs](#)

**182**

<discretionary government grants>

fi ei-hyväksyttävien ehdotettujen arvioitujen kustannusten yhteismäärä

sv icke-godtagbara föreslagna beräknade sammanslagna kostnader *pl*

en total amount of non-eligible proposed estimated costs

definition

share of the *total amount of proposed estimated costs* of a project or *activity financed by a government grant* which results from *non-eligible costs*

note

In *government grant activities*, the total amount of non-eligible costs may be estimated during the preparation of the *government grant decision*.

Concept diagram: [Total amount of costs](#)

**183**

<discretionary government grants>

fi ulkopuolisella rahoituksella katettava hyväksyttävien kustannusten yhteismäärä

sv godtagbara sammanslagna kostnader *pl* som täcks med extern finansiering

en total amount of eligible costs covered by external financing

definition

share of the *total amount of eligible proposed estimated costs* which is to be covered by *external financing*

note

For example, a *discretionary government grant* may cover part of the total amount of eligible costs covered by external funding.

Concept diagram: [Total amount of costs](#)

**184**

<discretionary government grants>

fi omavastuuosuus hyväksyttävistä kustannuksista

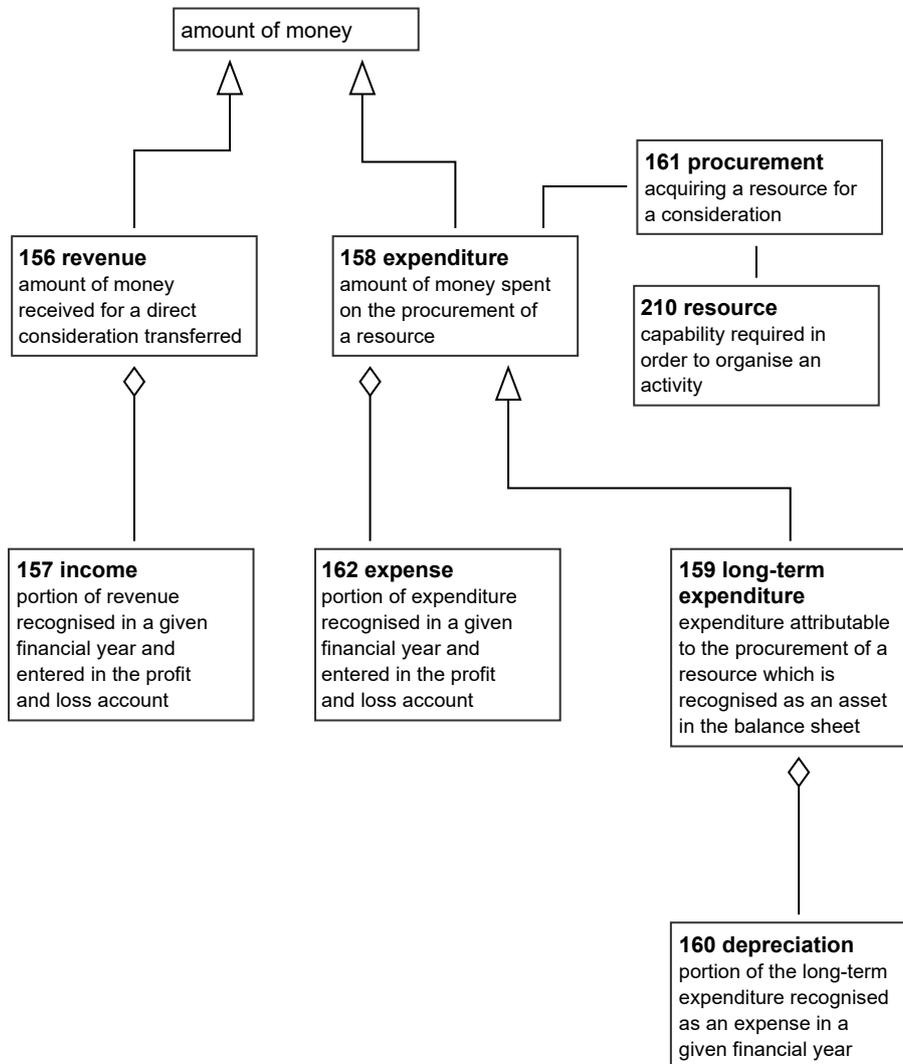
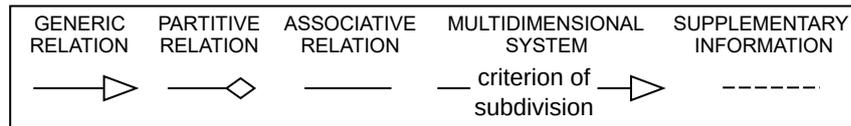
sv självriskandel av godtagbara kostnader

en own contribution to eligible costs

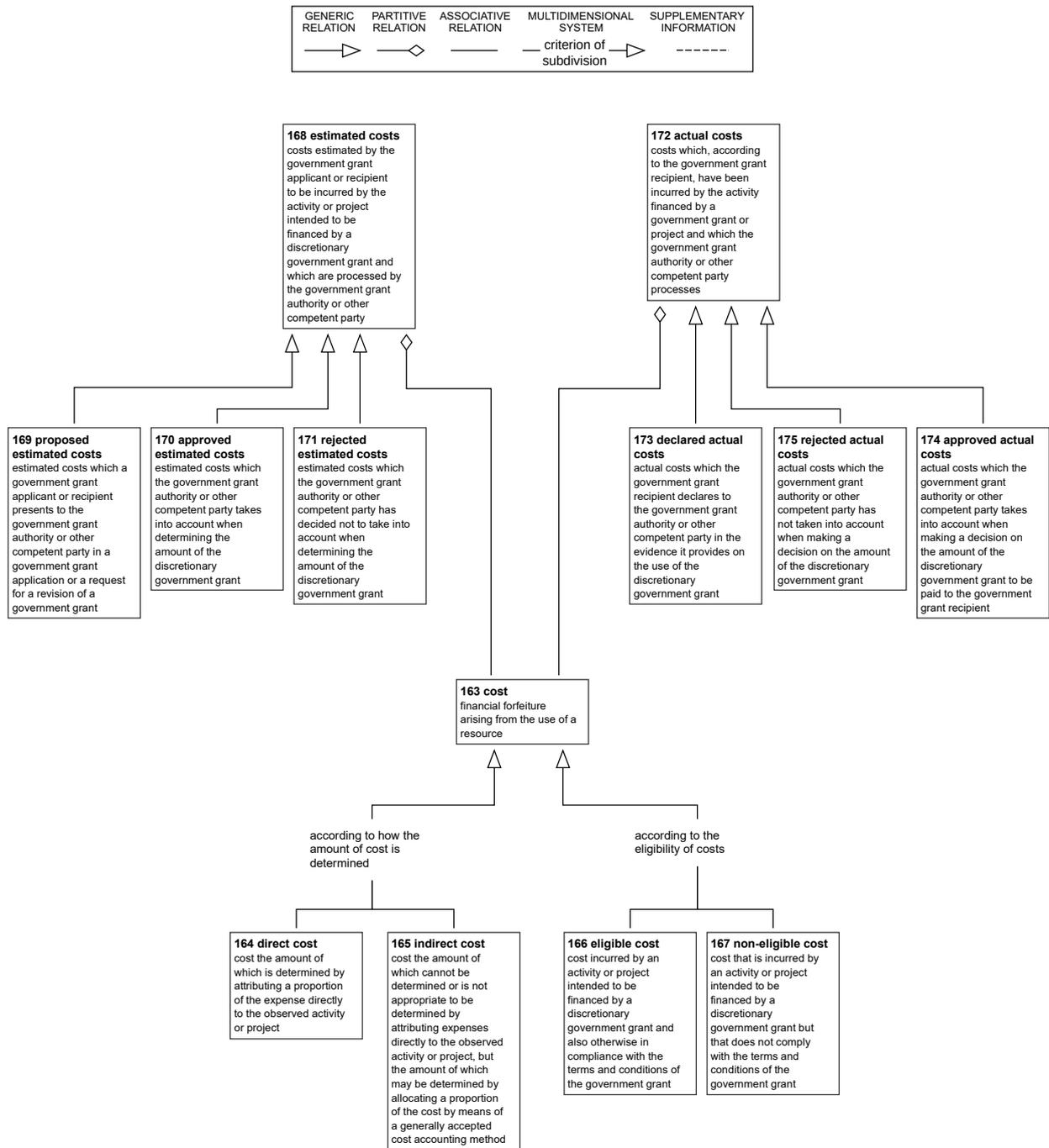
definition

share of the *total amount of eligible proposed estimated costs* remaining after deduction of the *total amount of eligible costs covered by external financing*

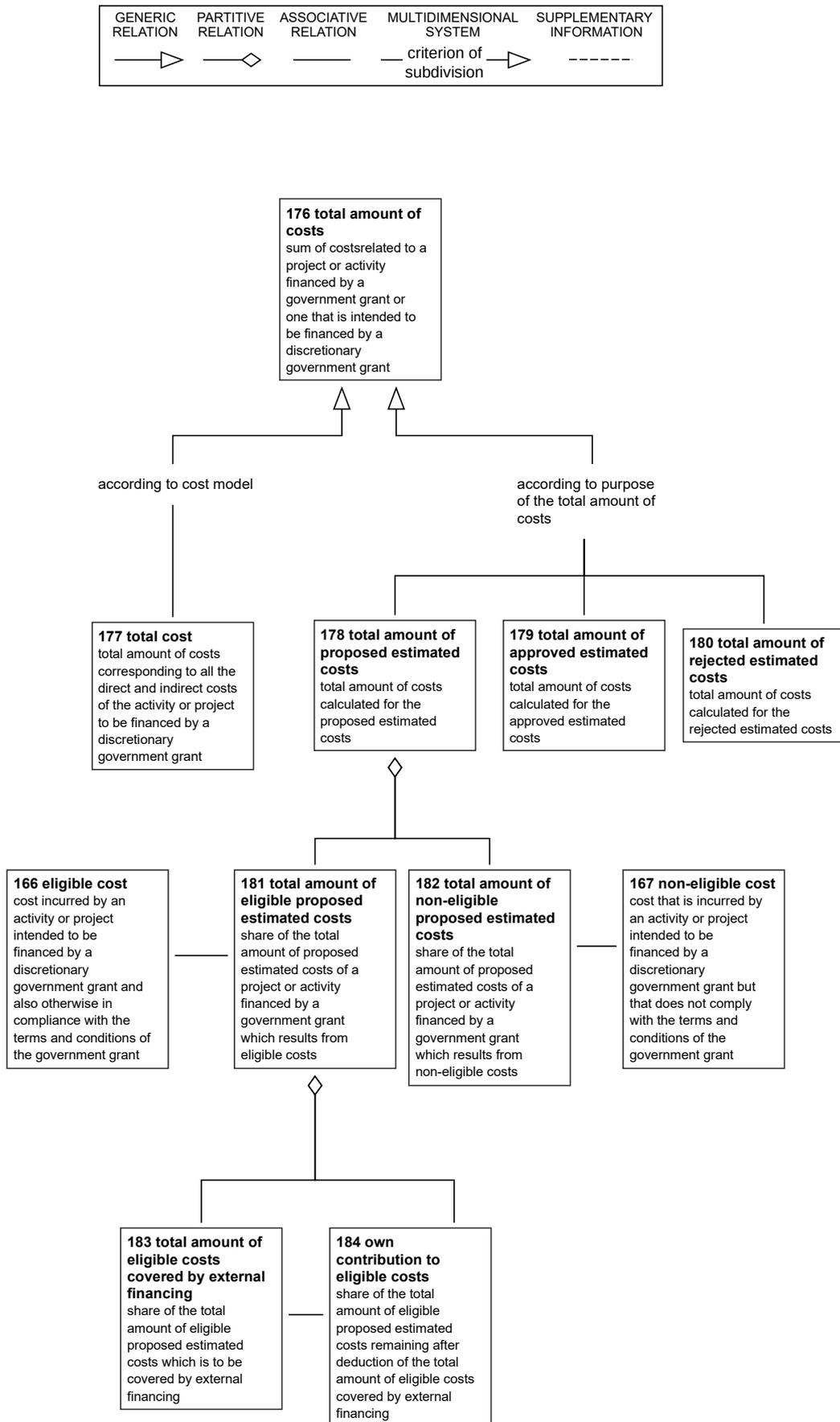
Concept diagram: [Total amount of costs](#)



Concept diagram 13. Revenue and expenditure.



Concept diagram 14. Costs.



Concept diagram 15. Total amount of costs.

## 8.1.2 Financing and value of resources

185

<discretionary government grants>

fi rahoitus  
sv finansiering  
en financing; finance

definition

funds allocated to cover the *costs* of a project or *activity financed by a government grant*

note

Here financing is defined from the perspective of the financial planning and *monitoring* carried out by the *government grant applicant* or *recipient*. In other contexts, financing can be understood more broadly or in a different way.

Concept diagram: [Financing and value of resources](#)

186

<discretionary government grants>

fi ulkopuolinen rahoitus  
sv extern finansiering  
en external financing; external financial contribution; external finance

definition

*financing* under the control of a *party* other than the *government grant applicant* or *recipient*, which decides on allocating financing to the *activity financed by a government grant* or to one intended to be financed by it, without receiving direct consideration

note

For example, *discretionary government grants* and financing awarded by foundations and municipalities are external financing.

Concept diagram: [Financing and value of resources](#)

187

<discretionary government grants>

fi ulkopuolisen rahoituksen yhteismäärä  
sv sammanslagen extern finansiering  
en total amount of external financing

definition

sum of all *external financing* applied or awarded for a project or *activity financed by a government grant* or intended to be financed by it

note

When applying for and reporting on the use of *discretionary government grants*, any monies which a *party* receives without consideration are *external financing* and the money it receives for consideration is *revenue*. For example, external financing would include discretionary government grants, while revenue would accrue directly from sales, leases, user fees or other consideration which the activity or *project* provides.

Usually external financing only covers a portion of *eligible costs*.

External financing contribution always results in account entries for a recipient of *financing* under the obligation to keep accounts.

The external financing contribution to the total project financing may include both *private financing* and *public financing*. For example, public financing may take the form of discretionary government grants, municipal grants to the project or EU funding.

The *party awarding a government grant* may require that the *government grant applicant* also obtain other *financing* for the activity or project.

Concept diagram: [Financing and value of resources](#)

**188**

<discretionary government grants>

fi yksityinen rahoitus  
sv privat finansiering  
en private financing; private finance

definition

**financing** from sources other than the state, municipalities, foundations or other bodies governed by public law

Concept diagram: [Financing and value of resources](#)

**189**

<discretionary government grants>

fi julkinen rahoitus  
sv offentlig finansiering  
en public financing  
not: public finance

definition

**financing** from the state, municipalities, foundations or other bodies governed by public law

note

Examples of public financing include *discretionary government grants* and grants received from the EU or municipalities.

**Term note:** 'Public finance' should not be used in the sense defined here because it often refers to the management of general government finances.

Concept diagram: [Financing and value of resources](#)

**190**

<discretionary government grants>

fi maksullinen resurssi  
sv resurs som kostar  
inte: avgiftsbelagd resurs  
en resource made available for payment; paid resource

definition

**resource** which is allocated to a project or *activity financed by a government grant* and for which the *government grant recipient* provides financial consideration

note

For a government grant recipient, purchase of a resource made available for payment results in account entries and its use incurs *costs*.

For example, a resource made available for payment may refer to the *labour input* of an *employee* working for a grant-financed project, which results in wage and salary costs for the government grant recipient.

Concept diagrams: [Financing and value of resources](#) and [Resources](#)

## 191

<discretionary government grants>

fi maksutta käyttöön saatu resurssi  
sv resurs som är kostnadsfri för mottagaren  
en resource made available without payment

definition

*resource* which is allocated to a project or *activity financed by a government grant* and for which the *government grant recipient* does not provide financial or other consideration

note

For example, a resource made available without payment may refer to the *labour input* of a *volunteer* working for the activity or *project*. It may also mean the government grant recipient's free access to equipment or premises.

Resources made available without payment do not result in account entries for the government grant recipient, but they may result in entries in the accounts of the party providing the resource. The government grant recipient does not incur *costs* in terms of the resources made available without payment, but it may incur other costs by using the resource. For example, a volunteer's labour input is a resource made available without payment, while food and drink offered to the volunteers are a *resource made available for payment*.

For example, a *government grant authority* may rely on information on the resources made available without payment to the *government grant applicant* when preparing the *government grant decision* and assessing the applicant's ability to carry out its planned activities.

**Term note:** In the Financial Regulation (EU) 2018/1046 and in some national provisions, 'in-kind contribution' (fi: luontoissuoritus, sv: bidrag in natura, naturaprestation) means "non-financial resources made available free of charge by third parties to a beneficiary". However, 'in-kind contribution' should not be used in the context of national *discretionary government grants* because in contexts other than EU funding it relates to resources provided for consideration rather than those without consideration.

Concept diagrams: [Financing and value of resources](#) and [Resources](#)

## 192

<discretionary government grants>

fi maksutta käyttöön saadun resurssin rahallinen arvo  
sv penningvärde *n* för resurs som är kostnadsfri för mottagaren  
en monetary value of a resource made available without payment

definition

computational value determined in accordance with specified principles for a *resource made available without payment*

note

For example, the value of premises made available without payment may be determined according to the potential rent for the premises.

It must be possible to calculate the monetary value of a resource made available without payment when it affects the amount of the *discretionary government grant*.

Concept diagram: [Financing and value of resources](#)

## 193

<discretionary government grants>

fi resurssien kokonaisarvo  
sv resursers totalvärde *n*  
en total value of resources

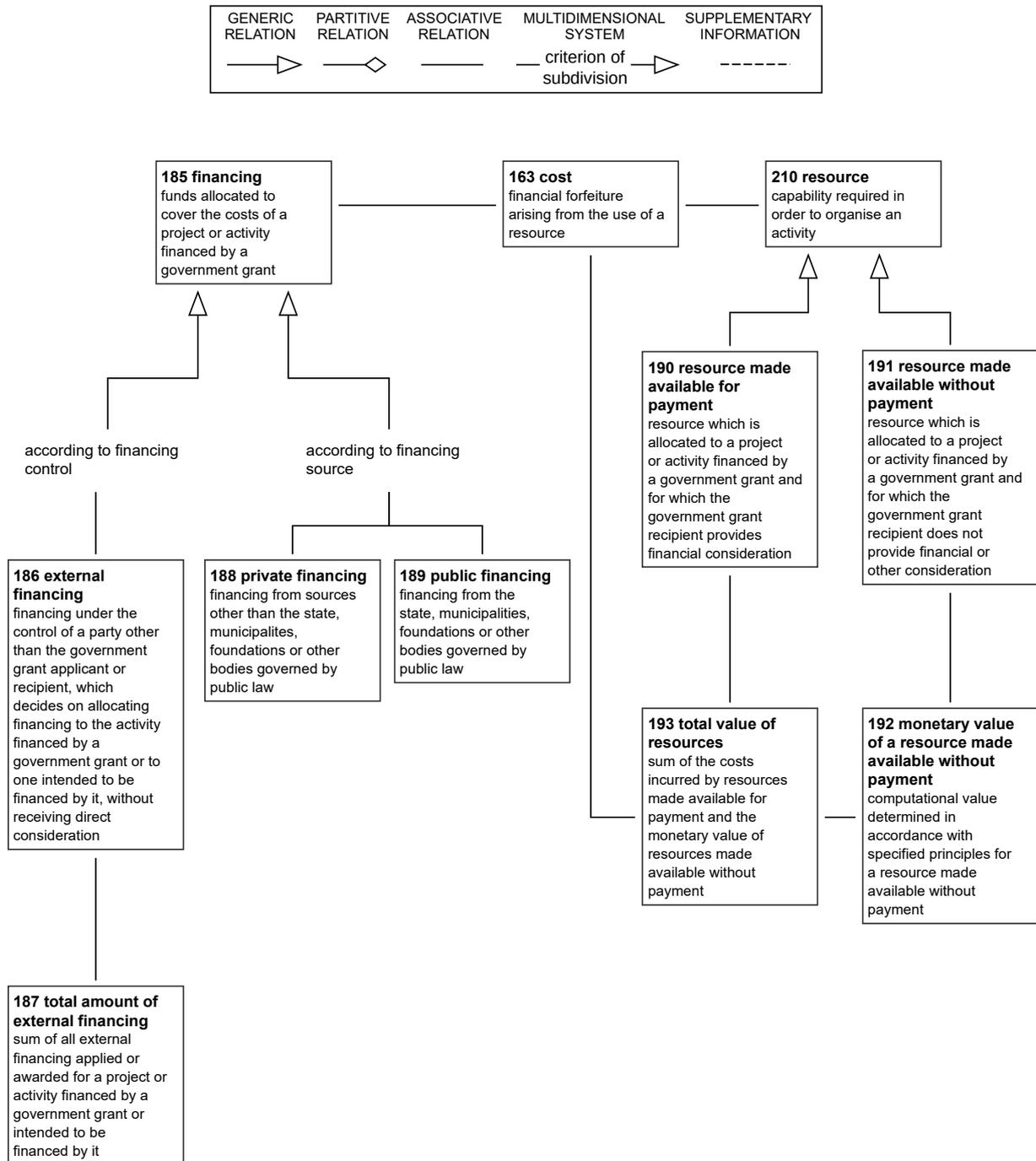
definition

sum of the *costs* incurred by *resources made available for payment* and the *monetary value of resources made available without payment*

note

It must be possible to calculate the total value of resources when it affects the amount of the *discretionary government grant*.

Concept diagram: [Financing and value of resources](#)



Concept diagram 16. Financing and value of resources.

## 8.2 Parties in activities financed by a government grant

194

fi henkilö  
sv person  
en person

definition

human *party*

note

Person and natural person are two different concepts, although the latter is also sometimes referred to as a person. The term and concept 'person' should be used when the party is a human being (compare to an *organisation* which cannot be an individual). When a person is a legal entity, it is recommended to use a more precise concept and term 'natural person' (compare to a legal person which cannot be a human being).

The concept of person is based on the Finnish Public Sector Terminological Glossary (<http://uri.suomi.fi/terminology/jhs/J754>, accessed on 2 November 2020) and Interoperability terminology for Finnish public sector - based on EU core terminology (<http://uri.suomi.fi/terminology/eucore-fi/c58>, accessed on 2 September 2021)

Concept diagram: [Parties in activities financed by a government grant](#)

195

<discretionary government grants>

fi työntekijä  
sv arbetstagare; anställd  
en employee

definition

*person* who is engaged in work for which they receive earned income

note

**Term note:** In other contexts, 'employee' (fi: työntekijä, sv: arbetstagare) may refer to persons in an employment or public-service employment relationship, or sometimes only to persons in an employment relationship.

Concept diagram: [Parties in activities financed by a government grant](#)

196

fi vapaaehtoinen; vapaaehtoistyöntekijä  
sv frivilligarbetare; frivillig; volontär  
en volunteer

definition

*person* who works without remuneration and without necessity to work

note

Volunteers participate in projects run by non-profit making organisations or community groups. While volunteers are not paid for their *labour input* and their work does not incur *costs*, the organiser of the activities may nevertheless incur other costs by using volunteer workers.

Concept diagram: [Parties in activities financed by a government grant](#)

**197**

fi organisaatio  
sv organisation  
en organisation

definition

**party** formed by a group of *persons* with a common *objective* and a structure that is appropriate for its purpose

note

An organisation has the structure, roles and operational practices deemed necessary to carry out its activities.

An organisation may be made up of several different organisations. For example, a central organisations composed of several sub-organisations or a popular movement made up of both persons and organisations.

Organisations may form a consortium or similar structure for their joint activities and agree on *applying* for a *discretionary government grant* for a joint *project*.

Concept diagram: *Parties in activities financed by a government grant*

**198**

fi sidostoimija; sidosryhmä  
sv intressent; intressentgrupp  
en stakeholder

definition

**party** that may be affected by or, in turn, influence the observed activity and its success

note

Parties tend to have several stakeholders who should be identified and acknowledged. A stakeholder may be the target group of an activity (such as a customer), a *partner* or a *provider of an outsourced service*. However, stakeholders may not be active parties in the activities, and joint activities are not generally agreed with stakeholders to achieve the *objectives*. If the same party is both a stakeholder and a partner, matters related to the *partnership* can be agreed on in a *partnership agreement*.

Concept diagram: *Parties in activities financed by a government grant*

**199**

fi verkosto  
sv nätverk *n*  
en network

definition

set of closely connected *parties*

note

A party's network may arise, for example, from practical cooperation with other parties, *partnerships* or memberships in corporate entities.

A network may be a formal or informal collaboration structure. It may operate on a long-term basis, for example in the context of a *project*, or be set up only for a limited and short-term purpose.

Concept diagram: *Parties in activities financed by a government grant*

## 200

fi kumppani; yhteistyökumppani  
sv partner  
en partner; collaborating partner

definition

**party** that collaborates with another party

note

Cooperation between partners can lead to a range of activities, including the provision of financial or other support for the activities of a partner pursuing a common **objective** or **goal**, business activities or exchange of experience and **competence**.

For example, in the **planning of government grant activities**, the **parties awarding a government grant** and **government grant applicants** can work together to identify **societal needs**, making them partners.

Concept diagrams: [Parties in activities financed by a government grant](#) and [Partners and contracts](#)

## 201

fi yhteistyötaho  
sv samarbetspartner  
en cooperation body

definition

**partner** who collaborates with another **party** based on a common **goal** or **objective**

note

Cooperation bodies have a common interest than may lead to various forms of collaboration. For example, the **government grant authority** is the cooperation body of the **government grant recipient**, since the authority contributes to the goal pursued by the recipient by means of a **discretionary government grant** it has awarded to the recipient. A civil society organisation's cooperation body may be another civil society organisation which, through its own **project**, contributes to a shared goal.

Concept diagram: [Partners and contracts](#)

## 202

fi rahoittaja  
sv finansiär  
en finance provider

definition

**cooperation body** which provides financing for the activity of a **party**

note

A finance provider is a party's cooperation body because it contributes to the achievement of the activity's **objectives** through its financial support. Finance providers may include a **government grant authority** or a foundation which awards a grant to cover the **costs** of a **project** or activity.

Concept diagram: [Partners and contracts](#)

## 203

fi tukija  
sv understödjare; stödjare  
en supporter

definition

**cooperation body** which provides the activity of a **party** with support other than money without receiving any consideration for the support

note

A supporter is the party's cooperation body because it contributes to the achievement of the activity's **objectives** by providing non-financial support. The supporter could be a municipality which provides a **place of activity** for the **project**.

Concept diagram: [Partners and contracts](#)

## 204

fi	ostopalvelun tuottaja
sv	producent av köpta tjänster hellre än: producent av köptjänster
en	provider of an outsourced service

### definition

**partner** which provides an agreed service to a **party** outside its own **organisation** in return for remuneration

Concept diagram: [Partners and contracts](#)

## 205

fi	ostopalvelun tilaaja
sv	beställare av köpta tjänster hellre än: beställare av köptjänster
en	buyer of an outsourced service

### definition

**partner** which agrees on receiving a service from a **party** outside its own **organisation** in return for remuneration

### note

The party paying for the outsourced service may be the buyer or some other party.

As the buyer of an outsourced service, a **government grant recipient** may use a **discretionary government grant** to purchase an outsourced service from the **provider of an outsourced service**, if the **government grant decision** allows it.

Concept diagram: [Partners and contracts](#)

## 206

fi	sopimuskumppani
sv	avtalspartner
en	contracting partner

### definition

**partner** which has entered into a **partnership agreement** with another **party**

### note

For example, a **government grant authority** and a foreign **government grant recipient** become contracting partners when they sign a **government grant contract**.

**Term note:** In other contexts, 'contracting partner' (fi: sopimuskumppani, sv: avtalspartner) may be used in a broader sense. A 'contracting partner' would then mean a party to any agreement, including partnership agreements.

Concept diagram: [Partners and contracts](#)

## 207

fi	kumppanuussuhde
sv	partnerskap <i>n</i> ; partnerskapsförhållande <i>n</i>
en	partnership

### definition

mutually beneficial working relationship between **partners**

### note

A partnership may be operational, financial, one-off or continuous.

A **partnership agreement** may be concluded, but it is not compulsory.

For example, in a financial partnership formed for an **activity financed by a government grant**, the **government grant recipient** and the **recipient of funds from a redistributed government grant** may agree on the transfer of monies and on communication.

Concept diagram: [Partners and contracts](#)

**208**

fi kumppanuussopimus  
sv partnerskapsavtal *n*  
en partnership agreement

definition

agreement which sets out the joint activities or commitments under the *partnership* in a manner binding on the parties

note

A *government grant authority* may require the *government grant applicant* to present partnership agreements or letters of intent when *applying* for a *discretionary government grant*.

For example, in a partnership agreement formed for an *activity financed by a government grant*, the *government grant recipient* and the *recipient of funds from a redistributed government grant* may agree on the transfer of monies, the use of the discretionary government grant and the *monitoring of the use of a government grant*. A *government grant contract* between a government grant authority and a foreign government grant recipient is also a partnership agreement.

Concept diagram: [Partners and contracts](#)

**209**

fi ostopalvelusopimus  
sv avtal *n* om köpta tjänster  
hellre än: avtal *n* om köptjänster  
en outsourcing agreement

definition

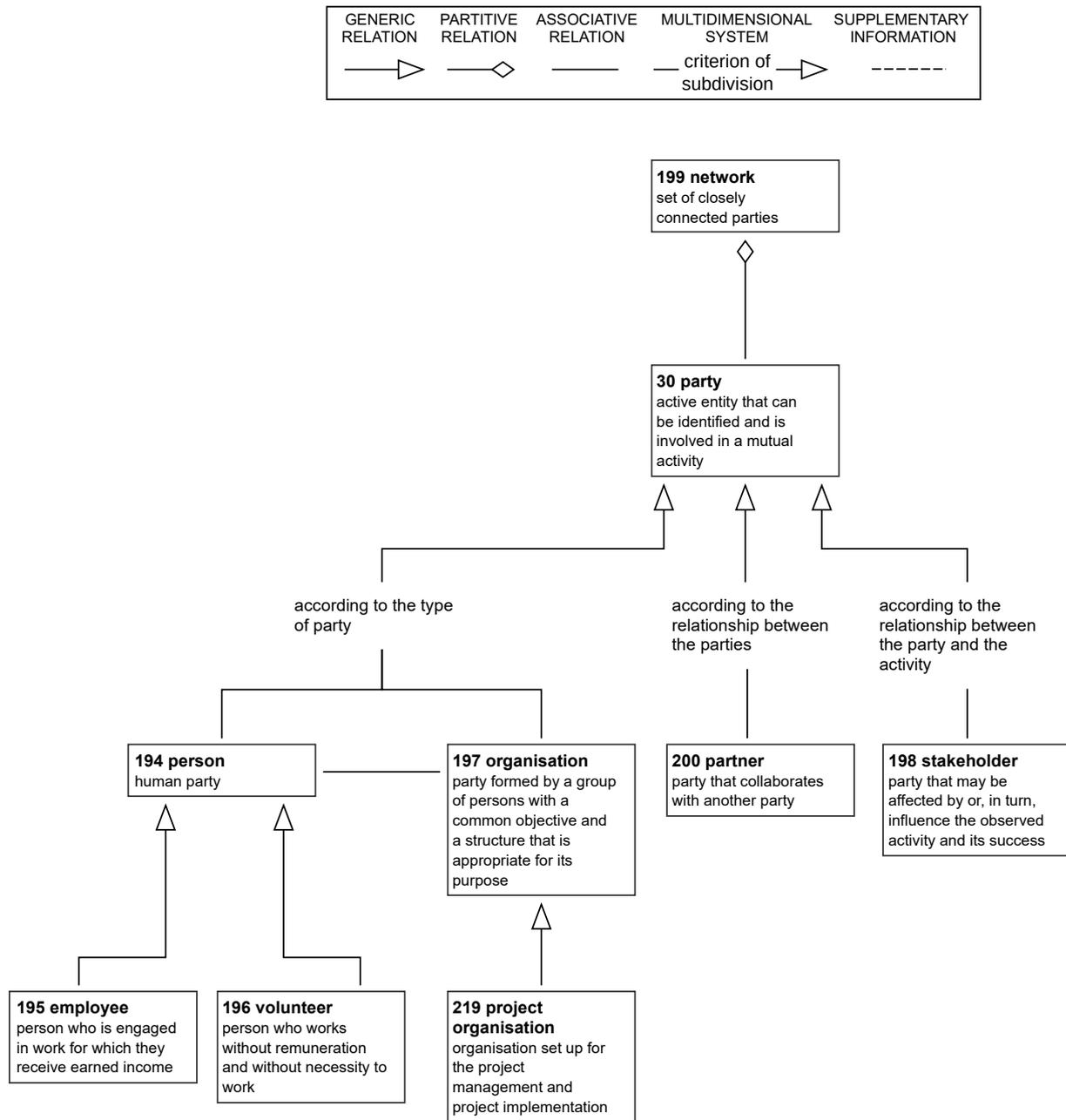
*partnership agreement* which specifies the parties involved in the *procurement* of an outsourced service and their respective responsibilities and obligations

note

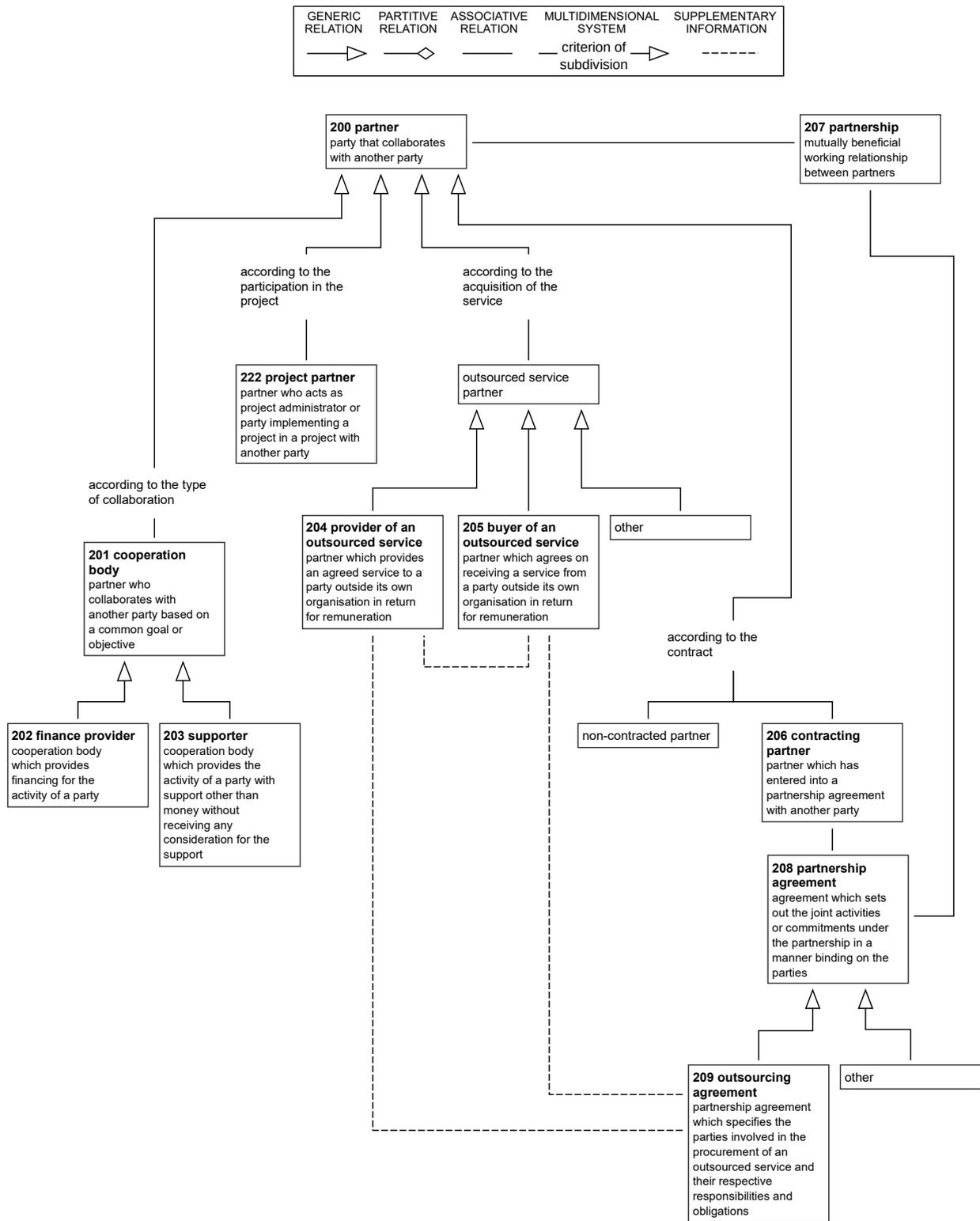
An outsourcing agreement may be concluded between the *buyer of an outsourced service*, the *provider of an outsourced service* and the payer of the service, if different from the buyer.

Under the outsourcing agreement, the *buyer of an outsourced service* or other payer pays a remuneration to the *provider of an outsourced service*.

Concept diagram: [Partners and contracts](#)



Concept diagram 17. Parties in activities financed by a government grant.



Concept diagram 18. Partners and contracts.

## 8.3 Resources

210

fi resurssi  
sv resurs  
en resource

definition

capability required in order to organise an activity

note

Resources can be grouped in different ways. In this Glossary, resources are grouped as follows: resources related to persons or competence (e.g. *competence* and *labour input*), resources related to the goods used in the operation (e.g. *tools*, *materials*, *place of activity*) and time-related resources (e.g. *period of implementation*, *period of availability* etc.). Resources may also be grouped into tangible and intangible resources.

In *government grant activities*, resources are examined, for example, when *government grant applicants* describe their resources in their *government grant application* and when *government grant recipients* describe the use of resources and the related *procurement* in the *reporting on an activity financed by a government grant*.

Concept diagrams: [Consequences of activity](#), [Revenue and expenditure](#), [Financing and value of resources](#) and [Resources](#)

211

fi osaaminen  
sv kompetens; kunnan *n*  
en competence

definition

set of knowledge and skills and the related understanding available to a *person* or *organisation*

note

A person's competence affects their ability to perform different tasks and roles. A person's competence develops through training, work experience and other experiences, such as experience gained in leisure activities.

For example, competence may refer to general expertise in evaluation or financial management, or it may be specific to the observed activity. A person's competence may include elements such as professional skills or expertise by experience. Within an organisation, the competence required as a *resource* is often that of the organisation's *employees*. An organisation can also acquire competence, for example by buying it from an external *party* or working with others in a *network*.

In *government grant activities*, the *party awarding a government grant* may assess the competence available to the *government grant applicant* organisation or person for the purpose of awarding a *discretionary government grant*.

Concept diagram: [Resources](#)

212

fi työpanos  
sv arbetsinsats  
en labour input

definition

amount of time spent or made available by one or more *persons* to carry out the work

note

Labour input can be expressed, for example, as person-time, i.e. as person-months or person-years.

The input may include the contribution of both *employees* and *volunteers*.

The use of labour input can be monitored. For example, in *government grant activities* the number of person-years to be employed may be one of the *evaluation factors* for a *general grant*.

Concept diagram: [Resources](#)

**213**

fi työväline  
sv arbetsutrustning; arbetsredskap *n*; verktyg *n*  
en tool

definition

equipment used for work

note

A tool can be tangible, such as work clothes, sports equipment, cars, musical instruments, computers, telephones or hardware. A tool can also be intangible, such as software.

Tools are used, for example, to process *materials* and information.

Concept diagram: [Resources](#)

**214**

fi materiaali  
sv material *n*  
en material

definition

tangible good consumed in the process of producing *outputs*

note

*Procurement* of materials is usually entered in the accounts as 'raw materials and consumables', which is an expense type in the profit and loss account.

Materials may include items such as raw materials, semi-finished products and parts.

A *government grant recipient* may purchase the materials it needs or use materials which it already has in storage for the *activity financed by a government grant*. A grant may be awarded to the government grant recipient for the purchase of the materials or for the *costs* of their use.

**Term note:** 'Material' (fi: materiaali, sv: material) is also used in senses other than that defined here. For example, textbooks and teaching aids used in education may be referred to as teaching or learning materials (fi: oppimateriaali, sv: läromaterial) and material used in communication or marketing can be referred to as communication or marketing material (fi: viestintämateriaali, markkinointimateriaali, sv: kommunikationsmaterial, marknadsföringsmaterial). 'Material' as defined here does not cover such materials.

Concept diagram: [Resources](#)

**215**

fi toimintapaikka  
sv verksamhetsställe *n*  
en place of activity

definition

physical or virtual location or channel in or through which a *party* carries out activities

note

A party may have one or more physical places of activity, such as a venue for rehearsing a theatrical performance and one or more stages. In outreach, for example, the physical place of activity keeps changing. The place of activity can also be a virtual place, such as an online service or a helpline.

Concept diagram: [Resources](#)

**216**

fi toteuttamisaika  
sv genomförandetid; tid för genomförande  
en period of implementation

definition

period of time available to carry out the task or activity

note

The period of implementation set, for example, by a *government grant applicant* for the purposes of the activity is a *resource* which contributes to the implementation of the activity. The period of implementation will have an impact on the need for and use of other resources. A short period of implementation may mean that the *labour input* of more than one *person* will be needed to carry out the activity than would be over a longer period. For example, if only half of the originally planned period of implementation can be spent on the construction of a swimming pool, more *employees* than originally planned will be required.

Concept diagram: [Resources](#)

**217**

fi käytettävissäoloaika  
sv förfogandetid  
en period of availability

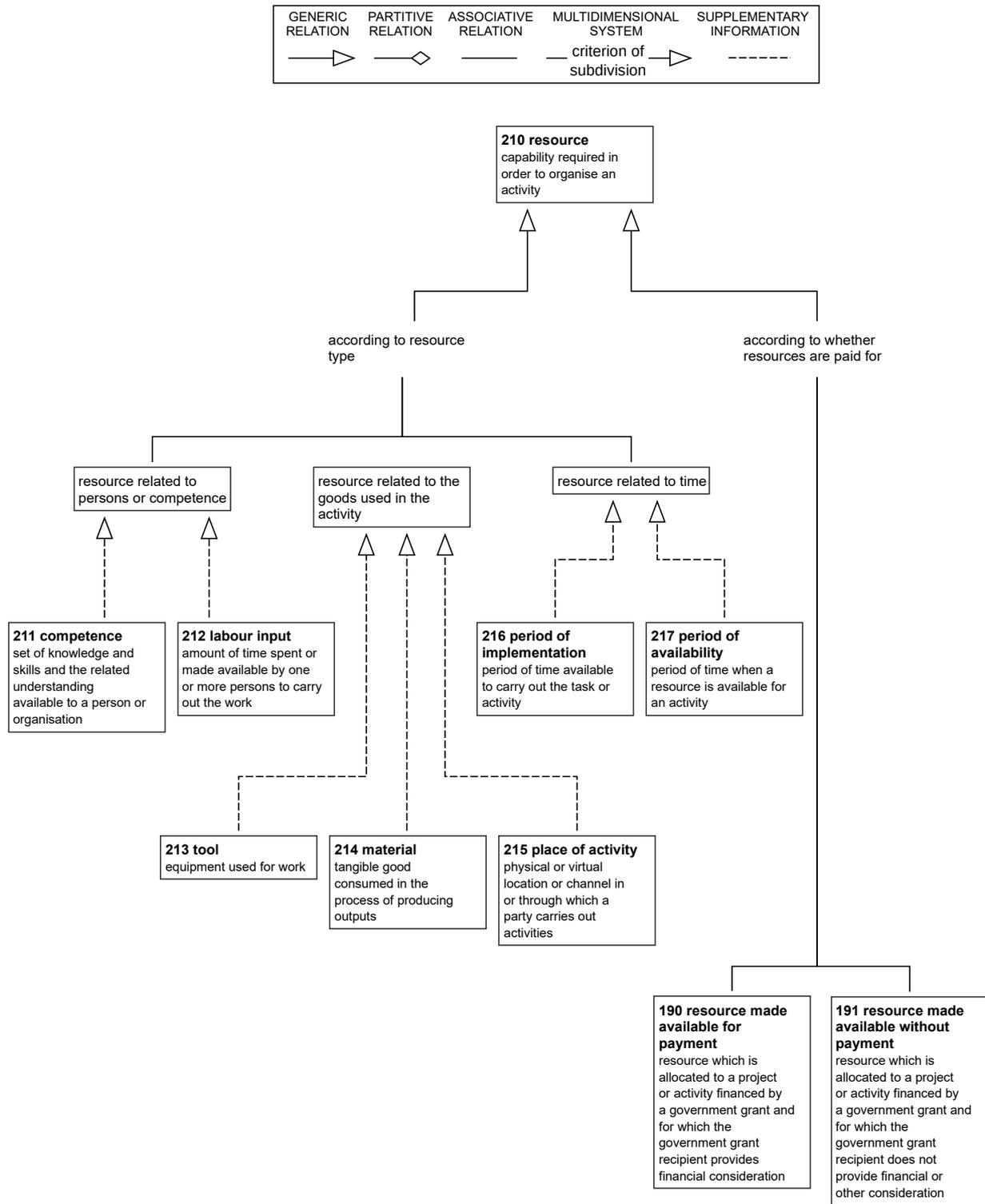
definition

period of time when a *resource* is available for an activity

note

The period of availability is a resource because it allows the use of another resource needed for the activity, such as a *tool* or a *place of activity*.

Concept diagram: [Resources](#)



Concept diagram 19. Resources.

## 8.4 Project activities and parties

218

<discretionary government grants>

fi hanke; projekti

sv projekt *n*

en project

definition

one-off, time-limited set of activities with one or more *objectives*

note

Projects financed by a *discretionary government grant* vary in their scope and level of organisation.

In *government grant activities*, a project could mean the activities of a *person* who is repairing a building or a multi-annual development project carried out jointly by several *organisations*.

The objective of a project may relate to its *outputs*, *direct results* or *effects*.

**Term note:** In Finnish, 'hanke' is the established term when referring to projects financed by discretionary government grants. For this reason, *government grant authorities* and other competent parties should use 'hanke', instead of 'projekti', in their communications concerning government grants.

Concept diagram: [Project activities and parties](#)

219

fi hankeorganisaatio; projektiorganisaatio

sv projektorganisation

en project organisation

definition

*organisation* set up for the *project management* and *project implementation*

note

Structures, roles and operational practices deemed necessary for project management and project implementation may include the *project* steering group, project manager, teams, team leaders, the decision-making process and quality assurance practices. *Partners* may be involved in the project management and implementation.

A description of the project organisation describes the *persons* working in different roles and the responsibilities associated with the roles, such as lines of reporting.

Concept diagrams: [Parties in activities financed by a government grant](#) and [Project activities and parties](#)

220

fi hankkeen hallinnoija; projektin hallinnoija

sv projektadministratör; den som administrerar projekt

en project administrator

definition

*party* which participates in a *project* and is responsible for the agreed *project management* tasks

note

For example, a joint project may have one or more administrators.

Concept diagram: [Project activities and parties](#)

## 221

- fi hankkeen toteuttaja; projektin toteuttaja  
sv projektgenomförare; den som genomför projekt  
en party implementing a project

### definition

**party** which participates in a *project* and is responsible for the agreed *project implementation* tasks

### note

A project may have one or more parties implementing the project. For example, a research project may require specific competence which is acquired as an outsourced service. The *provider of an outsourced service* then becomes the party implementing the project or one of them.

Concept diagram: [Project activities and parties](#)

## 222

- fi hankekumppani; projektikumppani  
sv projektpartner  
en project partner

### definition

**partner** who acts as *project administrator* or *party implementing a project* in a *project* with another *party*

### note

A project partner may be a *recipient of funds from a redistributed government grant* or a *provider of an outsourced service*. The founder or coordinator of the project (e.g. a *government grant applicant* applying for financing for a new project) and other parties implementing the project can all be project partners.

While the project's *finance provider* or *supporter* are not a project partners, a party can act as both project finance provider and partner, for example if the party financing the project is involved in *project management*.

Concept diagrams: [Partners and contracts](#) and [Project activities and parties](#)

## 223

- fi hankkeen perustaminen; hankkeen asettaminen; projektin perustaminen  
sv inrättande *n* av projekt; tillsättande *n* av projekt  
en project establishment; establishing a project

### definition

activity to determine the *objectives* and the available *resources* of a new *project*, to assign *project administrators* and determine their powers, and to conclude a decision or agreement to that end and on launching the project

### note

Project establishment may include, for example, the appointment of a project manager or project director, the setting up of a steering group and the provision of a written mandate.

For an internal project within an *organisation*, the decision is taken by the organisation itself. For a joint project involving more than one party, the parties conclude an agreement with each other. The project *partners* may exchange letters of intent before establishing the project.

As a rule, the *costs* of establishing a project are not eligible for a *discretionary government grant*. A project can be launched without the establishment phase.

Concept diagram: [Project activities and parties](#)

## 224

- fi hankkeen hallinnoiminen; projektin hallinnoiminen  
sv projektadministration  
en project management; > project administration

### definition

activity to direct, monitor and manage a *project* in order to achieve its *objectives*

Concept diagram: [Project activities and parties](#)

**225**

fi hankkeen suunnittelu; projektin suunnittelu  
sv projektplanering  
en project planning

definition

activity where the *project administrator* defines the milestones or measures necessary for the *project* and the *resources* or structures required for them

note

Project planning is often carried out on the basis of a mandate. The scope and level of detail of the plans will vary according to the needs.

Project planning is part of *project management*.

Concept diagram: [Project activities and parties](#)

**226**

fi hankeviestintä; projektiviestintä  
sv projektkommunikation  
en project communications *pl*

definition

activity where the *project administrator* or *party implementing a project* interacts with the *project's* external and internal *stakeholders*

note

Communication with internal stakeholders is needed especially in large projects involving many parties.

Project communications are part of *project management* and *project implementation*.

Concept diagram: [Project activities and parties](#)

**227**

fi hankkeen sisäinen seuranta; projektin sisäinen seuranta  
sv intern uppföljning av projekt  
en project internal monitoring

definition

activity where the *project administrator* collects and analyses data on the *project's* progress and the *resources* used for it

note

Project internal monitoring refers to the processing of financial and operational data, such as the compilation of data related to working time or progress of work.

Project internal monitoring is part of *project management*.

Concept diagram: [Project activities and parties](#)

**228**

fi hankkeen ohjaaminen; projektin ohjaaminen  
sv projektstyrning; projektledning  
en project direction and guidance

definition

activity where the *project administrator*, on the one hand, decides on any preventive and corrective measures that the *project* may need and, on the other hand, anticipates the next steps and the direction in which the project should be developed

note

Data provided by the *project internal monitoring* and *evaluation supporting project direction and guidance* is often used in project direction and guidance. For example, on the basis of the data obtained from the monitoring, it may be concluded that a measure needs to be redesigned.

The project is often supported by a steering group, which may involve, for example, specialists or a representative of the *party awarding a government grant*. The steering group's specialists help with anticipating the project's next steps and with developing the project.

Project direction and guidance is part of *project management*.

Concept diagram: [Project activities and parties](#)

**229**

fi hankkeen ohjaamista tukeva arviointi; projektin ohjaamista tukeva arviointi  
sv utvärdering som stöder projektstyrningen  
en evaluation supporting project direction and guidance; assessment supporting project direction and guidance

definition

*evaluation* carried out by the *project administrator* during the *project*, either of the project or of the *results* or *indirect effects* the project has achieved

note

Evaluation supporting project direction and guidance is carried out during the project. For example, a steering group may make decisions on *project direction and guidance* on the basis of this evaluation.

In addition to the evaluation supporting project direction and guidance, a project is evaluated in other ways, including after it has ended.

Evaluation supporting project direction and guidance is part of *project management*.

Concept diagram: [Project activities and parties](#)

**230**

fi hankkeen lopettaminen; projektin lopettaminen  
sv avslutande *n* av projekt  
en project closure

definition

activity where the *project administrator* completes the *project's* administrative tasks

note

Project closure involves, for example, preparing a final report to the *party awarding a government grant*. The closure of a development project may also include, for example, the publication of project *outputs*.

Project closure is part of *project management*.

Concept diagram: [Project activities and parties](#)

**231**

fi hankkeen toteuttaminen; projektin toteuttaminen  
sv genomförande *n* av projekt  
en project implementation

definition

activity by which a *project* delivers the planned measures and *outputs* to achieve its *objectives*

note

Project implementation includes the measures necessary to achieve the project's *objectives*.

Concept diagram: [Project activities and parties](#)

**232**

fi hankkeen varsinaisen toiminnan valmistelu; projektin varsinaisen toiminnan valmistelu  
sv förberedelser *pl* för den egentliga projektverksamheten  
en preparation of activity delivered by a project

definition

activity where the *party implementing a project* ensures that the conditions for the *activities delivered by a project* are in place

note

Preparation of activities delivered by a project could cover *employee* training or recruitment.

Preparation of activities delivered by a project is part of *project implementation*.

Concept diagram: [Project activities and parties](#)

**233**

- fi hankkeen varsinainen toiminta; projektin varsinainen toiminta  
sv egentlig projektverksamhet  
en activity delivered by a project

definition

activity where the *party implementing a project* generates the *project outputs* that add value

note

Examples of an activity delivered by a project include art or services. If an activity seeks to develop operations, the activity delivered by a project could cover the provision of training and planning events, whereas the organised events are not a delivered activity but an output.

Activities delivered by projects are part of *project implementation*.

Concept diagram: [Project activities and parties](#)

**234**

- fi hankkeen aikaansaannosten juurruttaminen; projektin aikaansaannosten juurruttaminen;  
poistuminen <kehitysyhteistyöhankkeissa>  
sv förankring av projektresultat  
en sustaining the project results; exit <for development cooperation projects>

definition

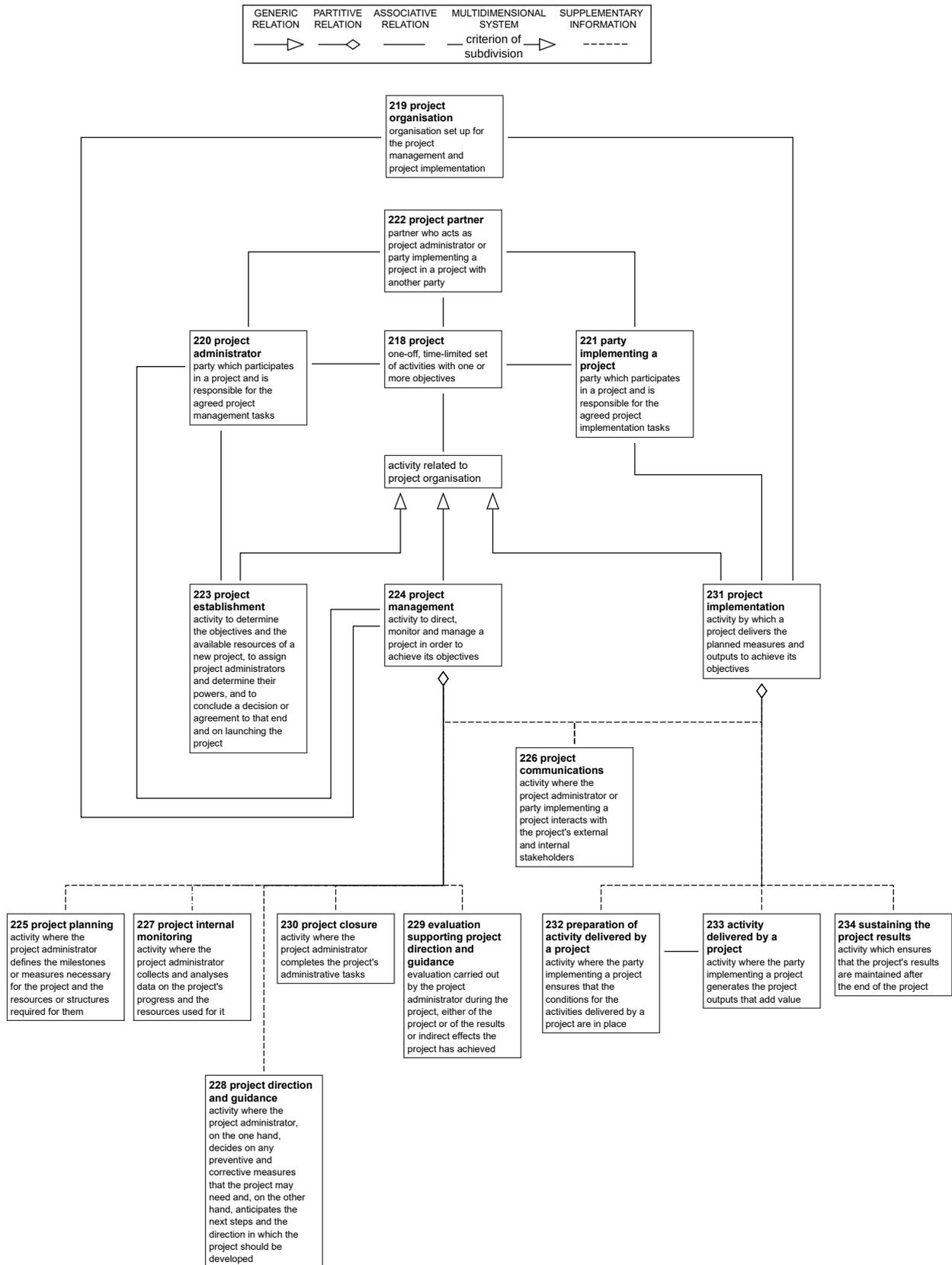
activity which ensures that the *project's results* are maintained after the end of the project

note

Sustaining the project results may be part of the activities of the *party implementing a project* and included in *project implementation*. It may also be carried out outside or after the completion of the project, possibly in a new project.

**Term note:** The term 'exit' (fi: poistuminen) is often used for development cooperation projects.

Concept diagram: [Project activities and parties](#)



Concept diagram 20. Project activities and parties.

## English index

Numbers in the index refer to the term record numbers.

ability to have an effect .....	143	collaborating partner .....	200
ability to have an impact .....	143	competence .....	211
acquisition .....	161	compilation of evaluative analysis source data .....	126
activities related to discretionary government grants .....	13	compiling evaluative analysis source data .....	126
activity delivered by a project .....	233	compliance .....	151
activity financed by a government grant .....	24	contracting partner .....	206
actual costs .....	172	contributing factor .....	80
additionality .....	150	controllable factor .....	81
administrative decision .....	50	cooperation body .....	201
administrative matter .....	41	cost .....	163
announcement for government grant applications .....	64	cost-efficiency .....	145
appeal .....	71	credibility of a causal relationship .....	153
applicant for a discretionary government grant .....	32	decision .....	72
application .....	65	decision on a call for government grant applications .....	60
application announcement .....	64	decision on a request for an administrative review .....	58
application for a discretionary government grant .....	66	decision on a revision of a government grant .....	55
application for the payment of a government grant .....	67	decision on an administrative matter .....	49
application form .....	65	decision on the awarding of a government grant .....	52
application round; see call for government grant applications .....	16	decision on the inadmissibility of a matter .....	56
applying .....	26	decision on the lapse of a matter .....	57
appraisal .....	114	decision on the payment of a government grant .....	53
appropriateness .....	149	decision on the recovery of a government grant .....	54
approved actual costs .....	174	decision-making .....	29
approved estimated costs .....	170	declared actual costs .....	173
approved purpose of a government grant .....	9	depreciation .....	160
assessment .....	114	determinant .....	80
assessment answer .....	131	direct cost .....	164
assessment area .....	132	direct effect .....	100
assessment criterion .....	138	direct impact .....	100
assessment factor .....	137	direct result .....	93
assessment framework .....	123	discretionary general grant .....	2
assessment of an activity financed by a government grant .....	23	discretionary government grant .....	1
assessment of government grant activities .....	25	document .....	62
assessment of the ability to have an effect .....	116	economic efficiency .....	145
assessment process .....	124	economy .....	145
assessment process implementation method .....	134	effect .....	99
assessment process output .....	139	effectiveness .....	146
assessment question .....	130	efficiency .....	144
assessment supporting project direction and guidance .....	229	eligibility for a government grant .....	7
audit of the use of a government grant .....	21	eligible cost .....	166
beneficial change .....	97	employee .....	195
beneficial effect .....	104	environmental factor .....	82
benefit .....	104	establishing a project .....	223
buyer of an outsourced service .....	205	estimated costs .....	168
call for government grant applications .....	16	evaluation .....	114
call for proposals .....	16	evaluation answer .....	131
candidate recipient of a discretionary government grant .....	31	evaluation area .....	132
candidate recipient of a government grant .....	31	evaluation criterion .....	138
capacity .....	154	evaluation factor .....	137
causal mechanism .....	85	evaluation framework .....	123
causal relationship .....	84	evaluation of an activity financed by a government grant .....	23
central government grant .....	1	evaluation of government grant activities .....	25
central government transfer .....	1	evaluation of the ability to have an effect .....	116
change .....	94	evaluation process .....	124
		evaluation process implementation method .....	134
		evaluation process output .....	139
		evaluation question .....	130

Numbers in the index refer to the term record numbers.

## English index

evaluation supporting project direction and guidance .....	229	indicator .....	121
evaluative analysis .....	127	indirect cost .....	165
evaluative analysis results data .....	136	indirect effect .....	101
evaluative analysis source data .....	135	indirect impact .....	101
evidence .....	76	intended purpose of a government grant .....	8
ex-ante evaluation .....	114	internal administrative decision .....	59
ex-post evaluation .....	114	intervention .....	108
exit .....	234	investment aid .....	4
expenditure .....	158	investment assistance .....	4
expense .....	162	investment grant .....	4
external finance .....	186	investment subsidy .....	4
external financial contribution .....	186	labour input .....	212
external financing .....	186	logic model .....	107
factor to be changed .....	83	logical framework .....	107
feasibility .....	152	long-term expenditure .....	159
finance .....	185	making a decision .....	29
finance provider .....	202	making assessment answers available .....	128
financing .....	185	making evaluation answers available .....	128
general government grant .....	2	mapping .....	111
general grant .....	2	material .....	214
goal .....	88	matter concerning the awarding of a government grant .....	45
government aid .....	1	matter concerning the correction of a material error in an administrative decision .....	42
government aid process .....	12	matter concerning the payment of a government grant .....	46
government grant .....	1	matter concerning the recovery of a government grant .....	47
government grant activities .....	13	matter concerning the review of an administrative decision .....	43
government grant applicant .....	32	matter concerning the revision of a government grant .....	48
government grant application .....	66	measuring .....	112
government grant authority .....	35	method of implementation of an assessment process .....	134
government grant contract .....	73	method of implementation of an evaluation process .....	134
government grant decision .....	51	metric .....	117
government grant for investment purposes .....	4	monetary value of a resource made available without payment .....	192
government grant matter .....	44	monitoring .....	113
government grant payment .....	18	monitoring of the use of a government grant .....	20
government grant process .....	12	network .....	199
government grant programme .....	6	non-eligible cost .....	167
government grant recipient .....	33	notice for a call for government grant applications .....	64
government grant target .....	9	objective .....	89
government subsidy .....	1	official document .....	63
government subsidy process .....	12	official making a decision on a government grant matter .....	38
government support .....	1	official preparing a government grant matter .....	36
government transfer .....	1	official presenting a government grant matter .....	37
grant .....	1	operator .....	30
grant-financed activity .....	24	organisation .....	197
harm .....	105	output .....	92
harmful change .....	98	output of an assessment process .....	139
harmful effect .....	105	output of an evaluation process .....	139
hearing .....	28	outsourcing agreement .....	209
immediate effect .....	100	own contribution to eligible costs .....	184
immediate impact .....	100	paid resource .....	190
immediate result .....	93	partner .....	200
impact (1) .....	99	partnership .....	207
impact (2) .....	102	partnership agreement .....	208
impact assessment .....	115	party .....	30
impact chain .....	107	party awarding a discretionary government grant .....	39
impact evaluation .....	115		
impactful .....	143		
in-kind contribution; see resource made available without payment .....	191		
income .....	157		
index .....	118		
index formula .....	120		
index value .....	119		

Numbers in the index refer to the term record numbers.

## English index

party awarding a government grant .....	39	request for a judicial review .....	71
party implementing a project .....	221	request for a review .....	61
payer of a government grant .....	40	request for a revision of a government grant .....	68
payment of a government grant .....	18	request for administrative review .....	70
period of availability .....	217	request for an administrative review .....	70
period of implementation .....	216	request for evidence .....	75
person .....	194	request for further information .....	74
phenomenon .....	79	request for judicial review .....	71
place of activity .....	215	request for review .....	61
planning of government grant activities .....	11	request for supplementary information .....	74
planning the implementation of an assessment process .....	125	request for the correction of a material error in a government grant decision .....	69
planning the implementation of an evaluation process .....	125	resource .....	210
positioning .....	147	resource made available for payment .....	190
preparation of a call for government grant applications .....	15	resource made available without payment .....	191
preparation of a government grant programme .....	14	results .....	91
preparation of activity delivered by a project .....	232	results chain .....	107
preparation of an administrative matter .....	27	results framework .....	107
preparation of an assessment process .....	122	revenue .....	156
preparation of an evaluation process .....	122	review .....	114
private finance .....	188	significance .....	142
private financing .....	188	significant change .....	95
processing of a government grant matter .....	17	significant effect .....	102
procurement .....	161	significant impact .....	102
production .....	109	social interest .....	106
production activity .....	109	social need .....	106
productivity .....	144	socially significant change .....	96
programme for discretionary government grants .....	6	socially significant effect .....	103
project .....	218	socially significant impact .....	103
project administration .....	224	societal interest .....	106
project administrator .....	220	societal need .....	106
project aid .....	5	special grant .....	3
project closure .....	230	stakeholder .....	198
project communications .....	226	state aid .....	1
project direction and guidance .....	228	state of a phenomenon .....	86
project establishment .....	223	status .....	90
project grant .....	5	status relative to the baseline .....	90
project implementation .....	231	subject of assessment .....	133
project internal monitoring .....	227	subject of evaluation .....	133
project management .....	224	submitting an application .....	26
project organisation .....	219	supported activity .....	24
project partner .....	222	supporter .....	203
project planning .....	225	sustainability of an effect .....	155
project subsidy .....	5	sustainability of an impact .....	155
proposed estimated costs .....	169	sustaining the project results .....	234
provider of an outsourced service .....	204	system .....	77
public finance .....	189	system model .....	78
public financing .....	189	systemic change .....	87
purpose of assessment .....	129	targeted general grant for operations; see general grant.....	2
purpose of evaluation .....	129	targeted general grant; see general grant.....	2
quality .....	141	theory of change .....	110
recipient of a discretionary government grant .....	33	tool .....	213
recipient of funds from a redistributed government grant .....	34	total amount of approved estimated costs .....	179
recipient of redistributed funds .....	34	total amount of costs .....	176
reimbursement of a government grant .....	22	total amount of eligible costs covered by external financing .....	183
rejected actual costs .....	175	total amount of eligible proposed estimated costs .....	181
rejected estimated costs .....	171	total amount of external financing .....	187
relevance .....	148	total amount of non-eligible proposed estimated costs .....	182
report .....	76	total amount of proposed estimated costs .....	178
reporting on an activity financed by a government grant .....	19	total amount of rejected estimated costs .....	180

Numbers in the index refer to the term record numbers.

*English index*

total cost .....	177	user of assessment process outputs .....	140
total cost model; see total cost.....	177	user of evaluation process outputs .....	140
total value of resources .....	193	volunteer .....	196
type of financing recipient .....	10		

# Svenskt register

Numren i registret anger term-postnumren.

additionalitet .....	150	beslut om att avskrivna ett ärende .....	57
administrativt ärende .....	41	beslut om att lämna ett ärende utan prövning .....	56
aktör .....	30	beslut om avskrivning av ett ärende .....	57
allmänt understöd .....	2	beslut om avvisning av ett ärende .....	56
analys som ingår i bedömningsprocess .....	127	beslut om beviljande av statsunderstöd .....	52
analys som ingår i utvärderingsprocess .....	127	beslut om statsunderstöd .....	51
anställd .....	195	beslut om utbetalning av statsunderstöd .....	53
ansökan (1) .....	65	beslut om villkor för utlysning av statsunderstöd ..	60
ansökan (2) .....	26	beslut om återkrav av statsunderstöd .....	54
ansökan om statsunderstöd .....	66	beslut om ändring av statsunderstöd .....	55
ansökan om utbetalning av statsunderstöd .....	67	beslutsfattande .....	29
ansökan om ändring av statsunderstöd .....	68	beslutsfattare i ett statsunderstödsärende .....	38
användare av bedömningsprocessens prestationer .....	140	beställare av köpta tjänster .....	205
användare av utvärderingsprocessens prestationer .....	140	beställare av köptjänster .....	205
arbetsinsats .....	212	besvär .....	71
arbetsredskap .....	213	betydande effekt .....	102
arbetstagare .....	195	betydande förändring .....	95
arbetsutrustning .....	213	betydelse .....	142
avgiftsbelagd resurs .....	190	bidrag in natura; se resurs som är kostnadsfri för mottagaren.....	191
avskrivning .....	160	den som administrerar projekt .....	220
avslutande av projekt .....	230	den som ansöker om statsunderstöd .....	32
avtal om köpta tjänster .....	209	den som avgör ett statsunderstödsärende .....	38
avtal om köptjänster .....	209	den som bereder ett statsunderstödsärende .....	36
avtal om statsunderstöd .....	73	den som betalar ut statsunderstöd .....	40
avtalspartner .....	206	den som beviljar statsunderstöd .....	39
bedömning .....	114	den som genomför projekt .....	221
bedömning av effekterna .....	115	direkt effekt .....	100
bedömning av genomslaget för verksamheten ..	116	direkt kostnad .....	164
bedömning av statsunderstödsverksamhet .....	25	direkt resultat .....	93
bedömningsfråga .....	130	dokument .....	62
bedömningsgrund .....	137	effekt .....	99
bedömningskriterium .....	138	effektens varaktighet .....	155
bedömningsobjekt .....	133	effektkedja .....	107
bedömningsområde .....	132	egentlig projektverksamhet .....	233
bedömningsprocess .....	124	evaluering .....	114
bedömningsprocessens prestationer .....	139	extern finansiering .....	186
bedömningsram .....	123	faktiska kostnader .....	172
bedömnings svar .....	131	faktor som ska ändras .....	83
begäran om komplettering .....	74	fenomen .....	79
begäran om mer information .....	74	fenomens tillstånd .....	86
begäran om omprövning .....	70	finansiering .....	185
begäran om redogörelse .....	75	finansiär .....	202
begäran om redovisning .....	75	frivillig .....	196
begäran om tilläggsuppgifter .....	74	frivilligarbetare .....	196
begäran om utredning .....	75	förankring av projektresultat .....	234
begäran om ytterligare uppgifter .....	74	förberedelser för den egentliga projektverksamheten .....	232
begäran om ändring av statsunderstöd .....	68	föredragande i ett statsunderstödsärende .....	37
behandling av ett statsunderstödsärende .....	17	föremål för bedömning .....	133
beredare av ett statsunderstödsärende .....	36	föremål för statsunderstödet .....	9
beredning av bedömningsprocess .....	122	föremål för utvärdering .....	133
beredning av ett förvaltningsärende .....	27	föreslagna beräknade kostnader .....	169
beredning av statsunderstödsprogram .....	14	föreslagna beräknade sammanslagna kostnader .....	178
beredning av utlysning av statsunderstöd .....	15	förfogandetid .....	217
beredning av utvärderingsprocess .....	122	förvaltningsbeslut .....	50
beräknade kostnader .....	168	förvaltningsinternt beslut .....	59
berättigande till statsunderstöd .....	7	förvaltningsärende .....	41
beslut .....	72	förändring .....	94
beslut i ett förvaltningsärende .....	49		

Svenskt register

förändringsteori .....	110	material .....	214
förändringsverksamhet .....	108	meddelande om utlysning av statsunderstöd .....	64
genomförande av projekt .....	231	miljöfaktor .....	82
genomförandetid .....	216	mottagare av finansiering ur beviljat	
genomförbarhet .....	152	statsunderstöd .....	34
genomslag .....	143	mottagare av statsunderstöd .....	33
genomslagskraft .....	143	myndighetshandling .....	63
godkända beräknade kostnader .....	170	mål .....	89
godkända beräknade sammanslagna kostnader .....	179	måluppfyllelse .....	146
godkända faktiska kostnader .....	174	mätare .....	117
godtagbar kostnad .....	166	mätning .....	112
godtagbara föreslagna beräknade		naturaprestation; se resurs som är kostnadsfri	
sammanslagna kostnader .....	181	för mottagaren .....	191
godtagbara sammanslagna kostnader som täcks		nätverk .....	199
med extern finansiering .....	183	offentlig finansiering .....	189
godtagbart användningssyfte med		ogynnsam effekt .....	105
statsunderstödet .....	9	ogynnsam förändring .....	98
granskning av användningen av statsunderstöd .....	21	omprövningsbegäran .....	70
gynnsam effekt .....	104	omprövningsbeslut .....	58
gynnsam förändring .....	97	område för bedömning .....	132
handling .....	62	område för utvärdering .....	132
hörande .....	28	organisation .....	197
icke-godkända beräknade kostnader .....	171	output .....	92
icke-godkända beräknade sammanslagna		partner .....	200
kostnader .....	180	partnerskap .....	207
icke-godkända faktiska kostnader .....	175	partnerskapsavtal .....	208
icke-godtagbar kostnad .....	167	partnerskapsförhållande .....	207
icke-godtagbara föreslagna beräknade		penningvärde för resurs som är kostnadsfri för	
sammanslagna kostnader .....	182	mottagaren .....	192
inbördes påverkan .....	84	person .....	194
inbördes samband .....	84	planerat användningssyfte med	
index .....	118	statsunderstödet .....	8
indexformel .....	120	planering av genomförandet av en	
indexvärde .....	119	bedömningsprocess .....	125
indikator .....	121	planering av genomförandet av en	
indirekt effekt .....	101	utvärderingsprocess .....	125
indirekt kostnad .....	165	planering av statsunderstödsverksamhet .....	11
inkomst .....	156	position .....	147
inrättande av projekt .....	223	potentiell mottagare av statsunderstöd .....	31
instans .....	30	prestation .....	92
intern uppföljning av projekt .....	227	privat finansiering .....	188
intervention .....	108	producent av köpta tjänster .....	204
interventionsteori .....	110	producent av köptjänster .....	204
intressent .....	198	produktion .....	109
intressentgrupp .....	198	produktionsverksamhet .....	109
intäkt .....	157	produktivitet .....	144
investeringsunderstöd .....	4	programteori .....	110
kapacitet .....	154	projekt .....	218
kartläggning .....	111	projektadministration .....	224
kompetens .....	211	projektadministratör .....	220
kostnad (1) .....	162	projektgenomförare .....	221
kostnad (2) .....	163	projektkommunikation .....	226
kostnad som inte är stödberättigande;		projektleddning .....	228
se icke-godtagbar kostnad .....	167	projektorganisation .....	219
kravenlighet .....	151	projektpartner .....	222
kunnande .....	211	projektplanering .....	225
kvalitet .....	141	projektstyrning .....	228
källmaterial för analys som ingår i		projektunderstöd .....	5
bedömningsprocess .....	135	påverkansfaktor .....	80
källmaterial för analys som ingår i		påverkansmekanism .....	85
utvärderingsprocess .....	135	påverkansbar faktor .....	81
läge .....	147	rapport; se utredning .....	76
lämplighet för verksamhetsmiljön .....	149	rapportering av statsunderstödd verksamhet .....	19
lönsamhet .....	145	redogörelse .....	76

redovisade faktiska kostnader .....	173	tillsättande av projekt .....	223
redovisning .....	76	totalkostnader .....	177
redovisning av statsunderstödd verksamhet .....	19	totalkostnadsmodell; se totalkostnader.....	177
resultat .....	91	trovärdigheten i inbördes samband .....	153
resultatinformation av analys som ingår i		typ av finansieringsmottagare .....	10
bedömningsprocess .....	136	understödd verksamhet .....	24
resultatinformation av analys som ingår i		understödjare .....	203
utvärderingsprocess .....	136	uppföljning .....	113
resurs .....	210	upphandling .....	161
resurs som kostar .....	190	utbetalare av statsunderstöd .....	40
resurs som är kostnadsfri för mottagaren .....	191	utbetalning av statsunderstöd .....	18
resursers totalvärde .....	193	utbetalningsansökan för statsunderstöd .....	67
riktat allmänt understöd; se allmänt understöd.....	2	utfall .....	90
riktat verksamhetsunderstöd; se allmänt understöd.	2	utförbarhet .....	152
rätt till statsunderstöd .....	7	utgift .....	158
samarbetspartner .....	201	utgift med lång verkningstid .....	159
samhälleligt behov .....	106	utlysning av statsunderstöd .....	16
samhälleligt betydande effekt .....	103	utredning .....	76
samhälleligt betydande förändring .....	96	utvecklingsmål .....	88
samhällsbehov .....	106	utvärdering .....	114
sammanslagen extern finansiering .....	187	utvärdering av effekterna .....	115
sammanslagna kostnader .....	176	utvärdering av genomslaget för verksamheten ....	116
sammanställning av källmaterial för analys		utvärdering av statsunderstödd verksamhet .....	23
som ingår i bedömningsprocess .....	126	utvärdering av statsunderstödsverksamhet .....	25
sammanställning av källmaterial för analys		utvärdering av verksamhet som fått	
som ingår i utvärderingsprocess .....	126	statsunderstöd .....	23
självriskandel av godtagbara kostnader .....	184	utvärdering som stöder projektstyrningen .....	229
specialunderstöd .....	3	utvärderingsfråga .....	130
statsbidrag .....	1	utvärderingsgrund .....	137
statsbidragsmyndighet .....	35	utvärderingskriterium .....	138
statsstöd .....	1	utvärderingsobjekt .....	133
statsunderstöd .....	1	utvärderingsområde .....	132
statsunderstödd verksamhet .....	24	utvärderingsprocess .....	124
statsunderstödsansökan .....	66	utvärderingsprocessens prestation .....	139
statsunderstödsavtal .....	73	utvärderingsram .....	123
statsunderstödsbeslut .....	51	utvärderingssvar .....	131
statsunderstöds-mottagare .....	33	verkningsfullhet .....	143
statsunderstödsprocess .....	12	verksamhet som fått statsunderstöd .....	24
statsunderstödsprogram .....	6	verksamhet som understöds .....	9
statsunderstödsstagare .....	33	verksamhetsställe .....	215
statsunderstödsverksamhet .....	13	verktyg .....	213
statsunderstödsärende .....	44	volontär .....	196
stipendium .....	1	yrkande om rättelse av sakfel i ett	
stödberättigande kostnad;		statsunderstödsbeslut .....	69
se godtagbar kostnad.....	166	återbetalning av statsunderstöd .....	22
stödjare .....	203	ändamål .....	88
syftet med bedömningen .....	129	ändamålsenlighet .....	148
syftet med utvärderingen .....	129	ändringssökande .....	61
system .....	77	ärende som gäller beviljande av statsunderstöd ...	45
systemisk förändring .....	87	ärende som gäller omprövning av ett	
systemmodell .....	78	förvaltningsbeslut .....	43
sätt att genomföra bedömningsprocess .....	134	ärende som gäller rättelse av sakfel i ett	
sätt att genomföra utvärderingsprocess .....	134	förvaltningsbeslut .....	42
sökande av ändring .....	61	ärende som gäller statsunderstöd .....	44
tid för genomförande .....	216	ärende som gäller utbetalning av statsunderstöd .	46
tillgängliggörande av bedömningssvar .....	128	ärende som gäller återkrav av statsunderstöd .....	47
tillgängliggörande av utvärderingssvar .....	128	ärende som gäller ändring av statsunderstöd .....	48
tillsyn av användningen av statsunderstöd .....	20	övervakning av användningen av statsunderstöd ..	20

# Suomenkielinen hakemisto

Hakemiston numerot viittaavat termitietuenumeroihin.

aikaansaannos .....	91	hankkeen lopettaminen .....	230
apuraha .....	1	hankkeen ohjaaminen .....	228
arvioidut kustannukset .....	168	hankkeen ohjaamista tukeva arviointi .....	229
arvioinnin kohde .....	133	hankkeen perustaminen .....	223
arvioinnin tarkoitus .....	129	hankkeen sisäinen seuranta .....	227
arviointi .....	114	hankkeen suunnittelu .....	225
arviointialue .....	132	hankkeen toteuttaja .....	221
arviointikehys .....	123	hankkeen toteuttaminen .....	231
arviointikriteeri .....	138	hankkeen varsinainen toiminta .....	233
arviointikysymys .....	130	hankkeen varsinaisen toiminnan valmistelu .....	232
arviointiperuste .....	137	henkilö .....	194
arviointiprosessi .....	124	hylättyjen arvioitujen kustannusten yhteismäärä .....	180
arviointiprosessin toteutuksen suunnittelu .....	125	hylätyt arvioidut kustannukset .....	171
arviointiprosessin toteutustapa .....	134	hylätyt toteutuneet kustannukset .....	175
arviointiprosessin tuotos .....	139	hyväksytyjen arvioitujen kustannusten yhteismäärä .....	179
arviointiprosessin tuotosten käyttäjä .....	140	hyväksyttävien ehdotettujen arvioitujen kustannusten yhteismäärä .....	181
arviointiprosessin valmistelu .....	122	hyväksyttävä kustannus .....	166
arviointitarkastelu .....	127	hyväksytyt arvioidut kustannukset .....	170
arviointitarkastelun lähtötieto .....	135	hyväksytyt toteutuneet kustannukset .....	174
arviointitarkastelun lähtötietojen koostaminen .....	126	hyödyllinen muutos .....	97
arviointitarkastelun tulostieto .....	136	hyödyllinen vaikutus .....	104
arviointivastaus .....	131	hyöty .....	104
arviointivastausten saattaminen käyttöön .....	128	ilmiö .....	79
asiakirja .....	62	ilmiön tila .....	86
avustettava toiminta (1) .....	24	ilmoitetut toteutuneet kustannukset .....	173
avustettava toiminta (2) .....	9	indeksi .....	118
ehdotettujen arvioitujen kustannusten yhteismäärä .....	178	indeksikaava .....	120
ehdotetut arvioidut kustannukset .....	169	indeksin arvo .....	119
ei-hyväksyttävien ehdotettujen arvioitujen kustannusten yhteismäärä .....	182	indikaattori .....	121
ei-hyväksyttävä kustannus .....	167	interventio .....	108
epäsuora kustannus .....	165	investointiavustus .....	4
erityisavustus .....	3	jatkuva haku; ks. valtionavustushaku.....	16
haitallinen muutos .....	98	julkinen rahoitus .....	189
haitallinen vaikutus .....	105	kartoittaminen .....	111
haitta .....	105	kohdennettu toiminta-avustus; ks. yleisavustus.....	2
hakeminen .....	26	kohdennettu yleisavustus; ks. yleisavustus.....	2
hakemus .....	65	kokonaiskustannukset .....	177
hakukierros; ks. valtionavustushaku.....	16	kokonaiskustannusmalli; ks. kokonaiskustannukset.....	177
hakukirje .....	64	kulu .....	162
hallinnon sisäinen päätös .....	59	kumppani .....	200
hallintoasia .....	41	kumppanuussopimus .....	208
hallintoasian valmistelu .....	27	kumppanuussuhde .....	207
hallintoasiassa annettu päätös .....	49	kustannus .....	163
hallintopäätöksen asiavirheen korjaamista koskeva asia .....	42	kustannusten yhteismäärä .....	176
hallintopäätöksen oikaisua koskeva asia .....	43	kuuleminen .....	28
hallintopäätös .....	50	käytettävissäoloaika .....	217
hanke .....	218	laatu .....	141
hankeavustus .....	5	lisäisyys .....	150
hankekumppani .....	222	lisätietopyyntö .....	74
hankeorganisaatio .....	219	luontoissuoritus; ks. maksutta käyttöön saatu resurssi.....	191
hanketuki .....	5	maksullinen resurssi .....	190
hankeviestintä .....	226	maksutta käyttöön saadun resurssin rahallinen arvo .....	192
hankinta .....	161	maksutta käyttöön saatu resurssi .....	191
hankkeen aikaansaannosten juurruttaminen .....	234	materiaali .....	214
hankkeen asettaminen .....	223		
hankkeen hallinnoija .....	220		
hankkeen hallinnoiminen .....	224		

Hakemiston numerot viittaavat termitietuenumeroihin.

Suomenkielinen hakemisto

meno .....	158	systemi .....	77
merkittävyys .....	142	systemimalli .....	78
merkittävä muutos .....	95	systeminen muutos .....	87
merkittävä vaikutus .....	102	taloudellisuus .....	145
mittaaminen .....	112	tarkoituksenmukaisuus .....	148
mittari .....	117	tavoite .....	89
muutettava tekijä .....	83	toimija .....	30
muutoksenhaku .....	61	toimintakyky .....	154
muutos .....	94	toimintapaikka .....	215
muutosteoria .....	110	toteuma .....	90
muutostoiminta .....	108	toteutettavuus .....	152
oikaisupyyntö .....	70	toteuttamisaika .....	216
oikaisupäätös .....	58	toteutuma .....	90
oikaisuvaatimus .....	70	toteutuneet kustannukset .....	172
oikaisuvaatimuspäätös .....	58	tukija .....	203
omavastuuosuus hyväksyttävistä kustannuksista .....	184	tukikelpoinen kustannus; ks. hyväksyttävä kustannus.....	166
organisaatio .....	197	tulo .....	156
osaaminen .....	211	tuloksellisuus .....	146
ostopalvelun tilaaja .....	205	tulos; ks. välitön tulos.....	93
ostopalvelun tuottaja .....	204	tuotannollinen toiminta .....	109
ostopalvelusopimus .....	209	tuotanto .....	109
pitkävaikutteinen meno .....	159	tuotos .....	92
poisto .....	160	tuottavuus .....	144
poistuminen .....	234	tuotto .....	157
projekti .....	218	tutkimattajättämispäätös .....	56
projektiikumppani .....	222	työntekijä .....	195
projektin aikaansaannosten juurruttaminen .....	234	työpanos .....	212
projektin hallinnoija .....	220	työväline .....	213
projektin hallinnoiminen .....	224	täydennyspyyntö .....	74
projektin lopettaminen .....	230	ulkopuolinen rahoitus .....	186
projektin ohjaaminen .....	228	ulkopuolisella rahoituksella katettava hyväksyttävien kustannusten yhteismäärä ....	183
projektin ohjaamista tukeva arviointi .....	229	ulkopuolisen rahoituksen yhteismäärä .....	187
projektin perustaminen .....	223	vaatimustenmukaisuus .....	151
projektin sisäinen seuranta .....	227	vaikutettavissa oleva tekijä .....	81
projektin suunnittelu .....	225	vaikuttava tekijä .....	80
projektin toteuttaja .....	221	vaikuttavuuden arviointi .....	116
projektin toteuttaminen .....	231	vaikuttavuus .....	143
projektin varsinainen toiminta .....	233	vaikuttavuusketju .....	107
projektin varsinaisen toiminnan valmistelu .....	232	vaikutuksen pysyvyys .....	155
projektiorganisaatio .....	219	vaikutus .....	99
projektiviestintä .....	226	vaikutusketju .....	107
päämäärä .....	88	vaikutusmekanismi .....	85
päättäminen .....	29	vaikutussuhde .....	84
päätös .....	72	vaikutussuhteen uskottavuus .....	153
päätös hallintoasiassa .....	49	vaikutusten arviointi .....	115
päätös valtionavustushausta .....	60	valitus .....	71
rahoittaja .....	202	valtionapu .....	1
rahoituksen saajatyyppi .....	10	valtionapuviranomainen .....	35
rahoitus .....	185	valtionavustuksella rahoitettava toiminta .....	24
raportti; ks. selvitys.....	76	valtionavustuksella rahoitettavan toiminnan arviointi .....	23
raukeamispäätös .....	57	valtionavustuksella rahoitettavan toiminnan raportointi .....	19
resurssi .....	210	valtionavustuksen hakija .....	32
resurssien kokonaisarvo .....	193	valtionavustuksen hakuilmoitus .....	64
selvitys .....	76	valtionavustuksen hakukuulutus .....	64
selvityspyyntö .....	75	valtionavustuksen hyväksytyt käyttötarkoitukset .....	9
seuranta .....	113	valtionavustuksen kohde .....	9
sidosryhmä .....	198	valtionavustuksen käytön tarkastus .....	21
sidostoimija .....	198	valtionavustuksen käytön valvonta .....	20
siirron saaja .....	34	valtionavustuksen maksaja .....	40
sijoittuneisuus .....	147	valtionavustuksen maksaminen .....	18
sopimuskuumppani .....	206		
soveltuvuus toimintaympäristöön .....	149		
suora kustannus .....	164		

## Suomenkielinen hakemisto

valtionavustuksen maksatushakemus .....	67	valtionavustushaun valmistelu .....	15
valtionavustuksen maksatuspyyntö .....	67	valtionavustushausta annettu päätös .....	60
valtionavustuksen maksatuspäätös .....	53	valtionavustuskelpoisuus .....	7
valtionavustuksen maksatusta koskeva asia .....	46	valtionavustusohjelma .....	6
valtionavustuksen maksatusta koskeva päätös .....	53	valtionavustusohjelman valmistelu .....	14
valtionavustuksen muutoshakemus .....	68	valtionavustusprosessi .....	12
valtionavustuksen muutospyyntö .....	68	valtionavustuspäätöksen asiavirheen korjaamisvaatimus .....	69
valtionavustuksen muutospäätös .....	55	valtionavustuspäätös .....	51
valtionavustuksen muutosta koskeva asia .....	48	valtionavustus sopimus .....	73
valtionavustuksen muutosta koskeva päätös .....	55	valtionavustusta koskeva asia .....	44
valtionavustuksen myöntäjä .....	39	valtionavustustoiminnan arviointi .....	25
valtionavustuksen myöntämistä koskeva asia .....	45	valtionavustustoiminnan suunnittelu .....	11
valtionavustuksen myöntämistä koskeva päätös .....	52	valtionavustustoiminta .....	13
valtionavustuksen palauttaminen .....	22	vapaaehtoinen .....	196
valtionavustuksen saaja .....	33	vapaaehtoistyöntekijä .....	196
valtionavustuksen saajaehdokas .....	31	verkosto .....	199
valtionavustuksen suunniteltu käyttötarkoitus .....	8	viranomaisen asiakirja .....	63
valtionavustuksen takaisinperintäpäätös .....	54	välillinen kustannus .....	165
valtionavustuksen takaisinperintää koskeva asia .....	47	välillinen vaikutus .....	101
valtionavustuksen takaisinperintää koskeva päätös .....	54	välitön kustannus .....	164
valtionavustuksena myönnetyn rahoituksen siirron saaja .....	34	välitön tulos .....	93
valtionavustus .....	1	välitön vaikutus .....	100
valtionavustusasia .....	44	yhteiskunnallinen tarve .....	106
valtionavustusasian esittelijä .....	37	yhteiskunnallisesti merkittävä muutos .....	96
valtionavustusasian käsittely .....	17	yhteiskunnallisesti merkittävä vaikutus .....	103
valtionavustusasian ratkaisija .....	38	yhteistyökumppani .....	200
valtionavustusasian valmistelija .....	36	yhteistyötaho .....	201
valtionavustushakemus .....	66	yksityinen rahoitus .....	188
valtionavustushaku .....	16	yleisavustus .....	2
		ympäristötekijä .....	82