

Appendix 2

Outcomes Based Grants 2013-2016 - Application Assessment Sheet

Name of Chair		Date	
Name of Organisation			
Name of Project			
Amount requested			
Corporate Priority:			
Core outcome:			
Length of grant requested:			
Partnership / consortia application?	Yes	No	

Chair to confirm that panel members and observers are aware of the need to declare any conflicts of interest. If a panel member or observer has a personal interest they should decline to be part of the meeting where that interest is discussed.

Panel members and observers have been reminded of the need to declare interests? Yes No

Personal or prejudicial interests have been declared? Yes No

First Stage Assessment

Does the financial information provided indicate that the organisation is financially stable? Yes No

Does the organisation have an annual income of more than £50,000 per annum

Yes No

Has the organisation indicated that the required policy documents are in place?

Yes No

Has the applicant provided two references within the guidelines stated?

Yes No

If not first stage eligible, state reason why:

IF THE FIRST STAGE ASSESSMENT INDICATES THE APPLICANT IS INELIGIBLE DO NOT PROCEED TO COMPLETE THE SECOND STAGE ASSESSMENT

Second Stage Assessment

In this section please use the following scores to assess how each criterion has been met:

0	Not met	1	Barely met	2	Partially met	3	Fully met
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Section 3 – Evidence

Question	Assessment criteria	Score 0,1,2 or 3	If score below 3, please give clear reasons.
3b.	Is it clear which target group will benefit and why this group(s) is being targeted?		
3c	Has evidence of need been demonstrated?		
3d	To what extent has the applicant demonstrated that this project/activity will address the outcome?	Score range to be used: 1 poor; 2 fair; 3 good; 4 very good; 5 excellent	

Section 4 – Project Outcomes

Question	Assessment Question	Score 0,1,2 or 3	If score below 3, please give clear reasons.
4 (a)	Is it clear what difference will be made, who will benefit, how many and what will change?		
4 (b)	Have clear measures/targets been set for the project?		
4 (c)	Is it clear what evidence will be available to show success, show that the project/activity has taken place and achieved outcomes?		

Section 5 – Equality of opportunity/cohesion/social inclusion

Question	Assessment Question	Score 0,1,2 or 3	If score below 3, please give clear reasons.
5b	Are there clear plans for ensuring access to the project?		
5c	Is it clear how the project/activity will promote community cohesion, equality of opportunity and social inclusion?		

Section 6 – Volunteers

Question	Assessment Question	Score 0,1,2 or 3	If score below 3, please give clear reasons.
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6b	Is it clear how volunteers will be involved, recruited and managed?		
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Section 7 – Measuring delivery

Question	Assessment question	Score 0, 1,2 or 3	If score below 3, please give clear reasons.
7a	Is there a clear description of how the organisation will report on and deliver a quality service?		

Section 8 – Partnership working

Question	Assessment question	Score 0, 1,2 or 3	If score below 3, please give clear reasons.
8a	Please describe the partnerships your organisation is involved in and the benefits to your organisation and users. Explain how you are working with other organisations that provide similar or complementary services to yours. Please list the partner (s) involved.		

Section 9 – Project costs / Value for money

Question	Assessment question	Score 0, 1,2 or 3	If score below 3, please give clear reasons.
9c	Are the first year project costs clear, realistic and relevant to the project?		
9d	Are the project costs for the		

	second and third year clear, realistic and relevant?		
9e	Are the measures for achieving value for money clearly described?		

Section 10 – Sustainability

Question	Assessment question	Score 0, 1,2 or 3	If score below 3, please give clear reasons.
10a	Are there clear plans for funding the balance of the project costs?		
10b	Are there clear plans for maintaining or exiting the project at the end of the funding period?		

Section 11 – Any other information

If additional relevant information has been provided in response to question 11, the panel should use this information to award additional scores in the relevant sections above.

Total Score		Maximum Score	50
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Date:	NAME IN CAPITALS	Signature
Chair		
Panel Member 1		
Panel Member 2		