

## Appendix 3: Small grants assessment sheet

### Small Grants – 2013/2014

### Application Assessment Tool

#### First Stage Assessment

Are all eligibility questions ticked?

Yes  No

Does the financial information provided indicate that the organisation is financially stable?

Yes  No

Does the organisation have an annual income of less than £50,000

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:

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## Second Stage Assessment

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 4 – Evidence of Need

Question	Assessment criteria	Score 0,1,2 or 3	If score below 3, please give clear reasons.
4a.	Has evidence of need been demonstrated and is it clear how the project will address the need identified?		
4b	Is it clear how the project will tackle disadvantage, foster good relations and promote equality of opportunity?		

### Section 5 – Project Outcomes

Question	Assessment Question	Score 0,1,2 or 3	If score below 3, please give clear reasons.
5 (a)	Have clear outcomes been stated?		
5 (b)	Have clear targets been stated?		
5 (c)	Is it clear what evidence will be available to show project has achieved outcomes?		

## Section 6 – Access to the project

Question	Assessment Question	Score 0,1,2 or 3	If score below 3, please give clear reasons.
6b	Is it clear how the intended beneficiaries will be able to access the project, including where and when the project will take place?		
6c	Is it clear how many and how the project will involve volunteers?		

## Section 7 – Cost of the Project

Question	Assessment Question	Score 0,1,2 or 3	If score below 3, please give clear reasons.
7b, 7c	Has the applicant provided clear and reasonable costs for the project that match the proposed project?		
7c	Has the applicant provided clear plans for funding any balances?		
7d	Has the applicant provided clear plans for sustaining or exiting the project at the end of the funding period?		

## Section 8 - Additional information

<b>Question</b>	<b>Assessment Question</b>		
8a	Is there any other information you would like to include that is relevant to your application?		Any relevant information provided here can be used to adjust scores awarded in any of the sections above.

<b>Total Score</b>		<b>Maximum Score</b>	<b>30</b>
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<b>Date:</b>	<b>NAME IN CAPITALS</b>	<b>Signature</b>
<b>Chair</b>		
<b>Panel Member 1</b>		
<b>Panel Member 2</b>		