Voluntary and Community Grants

Proposed Application Assessment Tool

Please use the information provided by the applicants to complete the grid. If they have provided sufficient information insert '1' in the 'yes' column. If insufficient information has been provided insert '1' in the 'partially' column and if no information has been provided insert '1' in the 'no' column. Once the grid has been completed, please add up the scores to obtain a total for each column.

Value: Each question is valued as 'E' for 'essential' or 'D' for 'desirable' information.

Section 1: Background information					
Funding Priority			**Expected outcome**		
Type of Grant (Small, Medium or Large)			**Amount requested**		
Name of Organisation:					
Name of Project:					
Section Heading	**Value**	**Yes**	**partially**	**No**	**Supporting evidence and comments**
QUALIFYING CONDITIONS - First stage assesment					
Does the applicant meet the eligibility criteria?	E				
Does the **activity** promote a particular faith or religion?	E				
Does the activity promote or oppose any political parties or cause?	E				
Does the Council have a statutory or legal obligation to provide this service?	E				
Section 2: About the organisation					
Does the organisation have a constitution and a bank account in the organisation's name? (see application form for details).	E				
Section 3: Policies and procedures					
Does the organisation have the relevant policies and procedures in place?	E				
PLEASE NOTE: This section will not be scored. If applicants do not meet the qualifying conditions - their application will not progress to the second stage of the assessment process.					

APPLICATION ASSESSMENT - Second stage assessment					
Section 4: About the proposed project/service.					
1. Has the applicant demonstrated the need for this service and how it will be met?	E				
2. Does the organisation clearly demonstrate how it will address the funding priorities and expected outcome?	E				
Section 5: About service delivery					
1. Does the applicant clearly describe where the service will be delivered and who will it?	E				
2. Has the applicant clearly stated how they will address Harrow's diverse community. Those who are targeting certain communities, will need to explain why.	E				
3. Does the applicant clearly state how it know that the project has been successful? For example, testimonials, evaluation forms, user feedback, attendance registers, etc	E				
Section 6: Who will benefit?					
1. Does the applicant clearly state who and how many people will benefit from this project?	E				

Section 7: Project Cost					
1. Amount requested	E				
2. Has the applicant provided clear and realistic costings for the proposed project?	E				
3. Will all of the funding be used to cover the revenue costs of the project? (Should not be used to purchase capital items.)	E				
Section 8: Other factors					
Does the organisation have a track record of delivering this or similar services? (This would be informed by references)	D				
Total score					
Will this project duplicate other services provided in the borough?	D				

Assessment carried out by:
Name:
Name:
Name:
Name:
Date: