

Application assessment tool: Harrow Voluntary and Community Grants

NAME OF CHAIR

Date

Application Assessment Tool **TO BE COMPLETED IN INK**

Please use the information provided by the applicants to complete the grid.

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)	<b>LARGE</b>	Amount requested		Corporate Priority	
Name of Organisation:					
Name of Project:					
Section Heading	Value	Yes = 2	Partial = 1	No = 2	If NO OR PARTIAL, please state WHY?
First stage assessment					
Does the applicant meet the eligibility criteria?	E				
Confirm that the activity does not promote the adoption of a particular faith or religion?	E				
Confirm that the activity does not promote or oppose any political parties or cause?	E				
Confirm that the Council does not have a statutory or legal obligation to provide this service?	E				
Section 9: About the organisation					
Does the organisation have a constitution and a bank account in the organisation's name? (see application form for details).	E				
Does the organisation have the relevant policies and procedures in place?	E				
<b>PLEASE NOTE: This section will be scored, however the scores awarded will NOT be included in the final scores.</b>					

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<b>APPLICATION ASSESSMENT - Second stage assessment</b>					
<b>Section 3: About the proposed project/service.</b>					
1. Has the applicant demonstrated the need for this service?	D				
2. Has the applicant demonstrated how the identified need will be met by delivering this project?	D				
3. Does the organisation clearly demonstrate how it will address the funding priorities and expected outcome?	D				
<b>Section 4: About service delivery</b>					
1. Does the applicant clearly describe where the service will be delivered?	D				
2. <b>MEDIUM &amp; LARGE GRANTS ONLY</b> Has the applicant clearly stated how they will address Harrow's diverse community. Those who are targeting certain communities, will need to explain why.	D				
3. <b>LARGE GRANTS ONLY.</b> Does the applicant clearly state how it will know that the project has been successful? For example, testimonials, evaluation forms, user feedback, attendance registers, etc	D				

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				If NO OR PARTIAL please state WHY?
Section 5: Who will benefit?				
1. Does the applicant clearly state who and how many people will benefit from this project?	E			
Section 6: Project Cost				
1. Amount requested	E			
2. Has the applicant provided clear and realistic costings for the proposed project?	D			
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 7: Sustainability				
4. Has the applicant clearly stated how they will continue the service after this funding has ceased?	D			
Section 8: References				
Have 2 appropriate references been provided?	E			

<b>Total scores</b>	
<b>Total Yes</b>	<input type="text"/>
<b>Total Partial</b>	<input type="text"/>
<b>Total Yes + Partial</b>	<input type="text"/>
<b>Total No</b>	<input type="text"/>

<b>Declaration of Interest if applicable</b>

<b>Signature</b>	
<b>Date</b>	
<b>NAMES OF PANEL MEMBERS</b>	<b>Signatures</b>
1	
2	

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