

## Voluntary and Community Grants – 2012/2013

### Application Assessment Tool

#### Chair's Copy

Name of Chair		Date	
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Name of Organisation	
Name of Project	
Amount requested	
Corporate Priority	

#### First Stage Assessment

Does the applicant meet the grant eligibility criteria?      Yes       No

Confirm information in 8h supports eligibility criteria met for Financial Stability      Yes       No

## Second Stage Assessment

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

0	Not met	1	Partially met	2	Fully met
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### Section 4 – Evidence of Need

Question	Assessment criteria	Score 0, 1 or 2	If score below 2, please comment on rationale.
4a.	Has evidence of need for the project been demonstrated?		
4b	Is it clear how the project will address the need identified?		
4c	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 or 2	If score below 2, please comment on rationale.
5a	Has the application identified specific and realistic outcomes showing the difference that the project will make?		
5b	Are the activities clearly described and measurable?		
5c	Are clear measures of success and targets expressed?		
5d	Is evidence clearly identified and able to be measured as part of project monitoring?		

### Section 6 – Getting involved in the Project

Question	Assessment Question	Score 0, 1 or 2	If score below 2, please comment on rationale.
6a, 6b, 6c.	Is it clear how the intended beneficiaries will be able to access the project, and where and when the project will take place?		

### Section 7 – Other benefits of the Project

Question	Assessment Question	Score 0, 1 or 2	If score below 2, please comment on rationale.
7a, 7b	Is it clear how the project offers added value through the use of volunteers or partnership working?		

### Section 8 – Cost of the Project

Question	Assessment Question	Score 0, 1 or 2	If score below 2, please comment on rationale.
8a, 8b, 8c, 8d, 8e, 8f, 8g.	Has the applicant provided clear and realistic costs for the project, including how any balance will be funded?		

### Section 9 –Exit Strategy

Question	Assessment Question	Score 0, 1 or 2	If score below 2, please comment on rationale.
8i.	Has the applicant shown a clear exit strategy to either continue or to cease the project?		

<b>Total Score</b>		<b>Maximum Score</b>	<b>22</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>		