

Community Partnership Finance - Allocation - Second Stage - Scoring

If you have met all the eligibility criteria, your application form will then be scored by the grants administrator using the following guidance. (If resources allow the forms will be scored by two different people and then the average score taken.) Those falling below a certain score will not be considered further. The fund administrator will then compile a report which is given to the panel.

Scoring:

- There is a possible total of 48 points for all applicants applying up to £5k. Those scoring below 35 points will not go forward to the panel.
- There is a possible total of 53 points for those applying for between 5k and £10k. Those scoring below 40 points will not go forward to the panel.
- There is a possible total of 58 points for those applying for over 10k. Those scoring below 50 points will not go forward to the panel.

1	Equality and Diversity - Question A4 & A5 Maximum Total – 5 points	
	Guidance	Scoring
	Equal Opportunities in Employment Equality and Diversity in Service Delivery. We want to hear how your organisation promotes equal opportunities in employment and equality and diversity in service delivery. Please give examples.	FULLY (5 points) The response details fully the organisation's commitment to equality and diversity in employment and service delivery. The organisation has an Equality Policy in place. LESS FULLY (3 points) The response refers to the track record and experience, but there is too little detail in answer to question. The organisation has an Equality Policy in place. PARTLY (1 points) The response demonstrates only general experience and commitment. The organisation does not have an Equality Policy in place. NOT AT ALL (0 points) There is no information about the organisation's commitment to equality and diversity. The organisation does not have an Equality Policy in place.

2	Describe how you will manage your project - Question A6	
	Maximum Total – 5 points	
	Guidance	Scoring
	<p>Tell us what relevant skills and knowledge your committee and staff have that will help them to manage this project.</p> <p>We want to be sure that the methods that you use to manage your organisation are appropriate. Your trustees, staff or volunteers may have worked on similar projects, or may have skills and knowledge that will help you with this project (e.g. staff recruitment and management and project planning).</p> <p>If you are a new organisation, or if you plan to do some work that is new for your organisation, tell us how you will make sure that you have access to the skills and experience you need to run this project successfully.</p>	<p>FULLY (5 points) The response provides detailed evidence of the applicant's experience of managing projects. The description includes details of project delivery.</p> <p>LESS FULLY (3 points) The response refers to the track record and experience of running appropriate projects, but there is too little detail in answer to question.</p> <p>PARTLY (1 points) The response demonstrates only general experience of project delivery</p> <p>NOT AT ALL (0 points) There is no information about the organisation's previous management of projects.</p>

3	Describe how you will ensure the funds are properly managed - Question A7	
	Maximum Total – 5 points	
	Guidance	Scoring
	<p>Tell us how you make sure that funds are properly managed and accounted for.</p> <p>We want to know about the procedures you use to make sure that your organisation's money is well managed (e.g.: monthly financial report, written guidance on financial procedures, etc).</p> <p>If you are a new organisation, or if you plan to introduce different ways of managing your finances, tell us about your plans.</p>	<p>FULLY (5 points) The response provides detailed evidence of the applicant's experience of managing finances.</p> <p>LESS FULLY (3 points) The response refers to the track record and experience of running appropriate projects, but there is too little detail in answer to question.</p> <p>PARTLY (1 point) The response demonstrates only general experience of project delivery.</p> <p>NOT AT ALL (0 points) There is no information about the organisation's previous management of projects.</p>

4	Involving Users – Question A8 Maximum Total – 5 points	
	Guidance	Scoring Criteria
	<p>Describe how your organisation encourages users to play a part in the planning, management and running of services and activities.</p> <p>We would like to hear how users can play a part in your organisation. This might be through consultative events, through your membership, or through regular meetings. These are only examples.</p>	<p>FULLY (5 points) The response shows that users are involved in the organisation and that there are regular and well-publicised opportunities for doing this.</p> <p>LESS FULLY (3 points) The project gives opportunities for users to feed in.</p> <p>PARTLY (1 point) The response is an inadequate explanation as to how users are involved.</p> <p>NOT AT ALL (0 points) There is no information to demonstrate that the project will involve users.</p>

5	Who is the Project for? – Question B4 Maximum Total – 5 points	
	Guidance	Scoring Criteria
	<p>Who will benefit and how? Please give details of your targets for 2006/07.</p> <p>In answer to this question you should provide details about the target group(s) and sectors for your project and what your work will consist of in the next financial year.</p>	<p>FULLY (5 points) The response shows that the project activity is clearly focussed on priority target groups identified by ESCC</p> <p>LESS FULLY (3 points) The project focuses on target groups identified and has some clear targets to deliver.</p> <p>PARTLY (1 point) The response is an inadequate explanation as to how the project will target eligible groups.</p> <p>NOT AT ALL (0 points) There is no information to demonstrate that the project will target eligible groups.</p>

6.	Need for the Project – Question B6 Maximum total – 10 points	
	Guidance	Scoring criteria
	<p>You should provide local detailed evidence</p> <p>Using appropriate, recent local references, explain how you know that there is a need for this project.</p> <p>Give examples of local, detailed evidence of the need for the project. For example statistical information or user feedback.</p>	<p>FULLY (10 points) The response provides local, detailed evidence of the need for the project. The applicant has consulted service users.</p> <p>This evidence must be appropriate for the project for which you are applying.</p> <p>LESS FULLY (6 points) The response provides the type of evidence listed above but it is general rather than sharply focussed.</p> <p>PARTLY (3 points) The response provides too little relevant evidence to support and justify the proposed activity.</p> <p>NOT AT ALL (0 points) There is no relevant evidence to support or justify the project</p>

7.	HOW WILL YOUR PROJECT FIT IN WITH LOCAL INITIATIVES? B7 Total – 3 points	
	Guidance	Scoring
	<p>This question focuses on the links between your project and nearby strategies and initiatives managed by other organisations. It requires you to demonstrate the importance of these organisations to the development and delivery of the project.</p> <p>You should describe:</p> <ul style="list-style-type: none"> • How far you will involve any local partnerships in running or developing the project • How you will maintain these links • How flexible the project will be in meeting local needs • Any links to local strategies of initiatives <p>You should inform us if there are any services delivering the same service in your area.</p>	<p>FULLY (3 points) The response provides evidence of links with existing local partnerships and how these are involved in implementation and planning stages.</p> <p>LESS FULLY (2 points) The response only provides information about the links with local partnerships. There is inadequate or no information about how the project will show flexibility to adapt to local needs or how it will link to local strategies/initiatives</p> <p>PARTLY (1 point) The systems in place are inadequate to provide evidence of links with local partnerships.</p> <p>NOT AT ALL (0 points) There is only poor or no information about evidence of links with local partnerships. The project duplicates another service in the same area.</p>

8.	Risks – Question B8 Maximum total – 5 points	
	Guidance	Scoring criteria
	<p>What are the main risks to the success of the work? We want to hear how you will manage these risks.</p> <p>(e.g. is the timescale of the project realistic?, inadequate resources allocated to project, ability to achieve objectives, withdrawal of project by partners, etc)</p>	<p>FULLY (5 points) The organisation is fully aware of the risks it faces and has robust systems in place to ensure these are minimised.</p> <p>LESS FULLY (3 points) The response provides the type of evidence listed above but it is general rather than sharply focussed.</p> <p>PARTLY (1 points) The response provides too little relevant evidence of risk management.</p> <p>NOT AT ALL (0 points) There is no information on managing risk.</p>

9.	Describe how you will measure and monitor your project – Total 5 points Question B9	
	Guidance	Scoring
	<p>How will you measure and monitor the project</p> <p>Maximum – 5 points</p> <p>In answering this question you must describe the systems you will put in place to:</p> <p>Assess the needs of your target group at the start of the project</p> <p>Modify or develop the project programme to meet any changing needs of the beneficiaries</p>	<p>FULLY (5 points) The response details the monitoring systems that are in place to ensure that:</p> <p>The project activity is tailored to the needs of the target groups and The project is able to adapt to the developing needs of the beneficiaries</p> <p>LESS FULLY (3 points) The response only provides information about the monitoring systems in place. There is inadequate or no information about how the project will be able to adapt to the developing needs of the beneficiaries</p> <p>PARTLY (1 point) The systems in place are inadequate to monitor the needs of the beneficiaries</p> <p>NOT AT ALL (0 points) There is only poor or no information about how the needs of the target group will be measured and monitored.</p>

10.	If applying for over £5k – How will the grant help to improve your management systems D1 Total – 5 points	
	Guidance	Scoring
	Maximum – 5 points Since you are applying for a grant of over £5,000, we expect you to have adequate systems in place to manage your finances, staff and activities. Please tell us how your organisation is run and what systems you have in place. One option would be to provide us with an organisational chart.	FULLY (5 points) The organisation has a clear management structure in place, with roles and responsibilities clearly explained. LESS FULLY (3 points) The response only provides information . There is inadequate or no information about how the organisation is run. PARTLY (1 point) The systems in place are inadequate to monitor how the organisation is run NOT AT ALL (0 points) There is only poor or no information about how systems will improve.

11.	If applying for over £10k Please describe the quality systems which you have in place in your organisation. E2 Total – 5 points	
	Scoring	Guidance
	Does your organisation have any quality system in place such as PQUASSO or Investors in People.	FULLY (5 points) The organisation has met the criteria of at least one recognised quality system. LESS FULLY (3 points) The organisation is working towards achieving a recognised quality system. PARTLY (1 point) There are some systems in place which do not form part of a recognised system. NOT AT ALL (0 points) There is no quality system in place