



COMMUNITY GRANTS ASSESSMENT FORM

Basic Checks (To be completed by the Administration Officer)

- (i) Application Number: _____
- (ii) Date Application Received: _____
- (iii) Name of Organisation: _____
- (iv) Project: **(Q16)** _____

Check the covering letter for extra information and note any relevant points:

Comments:

Check the applicant has completed the following details: **(tick boxes)**

- | | | | |
|--|--------------------------|---|--------------------------|
| Name of Group (Q1) | <input type="checkbox"/> | Contact Details (Q2) | <input type="checkbox"/> |
| Position in Group (Q3) | <input type="checkbox"/> | Address Details inc. postcode (Q4) | <input type="checkbox"/> |
| Telephone Numbers (Q5) | <input type="checkbox"/> | Parent /Governing Body (Q6)
(if applicable) | <input type="checkbox"/> |
| Appropriate description (Q7) | <input type="checkbox"/> | Date established (Q8) | <input type="checkbox"/> |
| Type of rules/constitution/scheme (Q9) | <input type="checkbox"/> | Bank/Building Society Account
(Q10) | <input type="checkbox"/> |
| Checks of staff/volunteers (Q12)
(if work involves children) | <input type="checkbox"/> | (Q37) Proof of ownership of
building or appropriate lease | <input type="checkbox"/> |

Check the supporting information included: **(tick boxes)**

All projects (Checklist)

- | | | | |
|------------------------------------|--------------------------|---------------------------------|--------------------------|
| Constitution/Set of rules | <input type="checkbox"/> | Annual Report | <input type="checkbox"/> |
| Copy audited accounts | <input type="checkbox"/> | Organisation Budget | <input type="checkbox"/> |
| Project Budget | <input type="checkbox"/> | List of principal officers | <input type="checkbox"/> |
| Copy of Equal Opportunities Policy | <input type="checkbox"/> | Copy of Insurance Certificates: | |
| | | • Buildings | <input type="checkbox"/> |
| | | • Public Liability | <input type="checkbox"/> |
| | | • Employer Liability | <input type="checkbox"/> |

Types of activities supported by Community Grants Scheme:

Arts; Play and play areas; Community transport; Sports and recreation; Community enterprises; Youth initiatives and facilities; Crime and disorder reduction; Group development and start-up; Community activities and initiatives; Social and community advice and support; Community buildings, facilities and equipment; Wildlife and countryside activities; Museums & Heritage.

A. Eligibility of organisation/project

	Yes	No	Further work needed
Good governance and sound constitution, eg: Hallmark, Equal Opportunities policy/procedures			
Conforms with 1 or more corporate aims			
Have applied for a maximum of 50% of the project costs			
Have applied for up to £12,500 (applications above this amount should be assessed using the Capital Appraisal form)			
Good financial control			
Locally focussed organisation/project			
Evidence that have trawled for likely funding sources, (Area grants must have a contribution from Parish Council)			
Do they have less than 1 years running costs in uncommitted reserves?			
Child protection policy/practice (where relevant)			
Is the project needed?			
Have they met conditions of last year's grant? (if applicable). Include Performance Indicators and Objectives set			
Eligible?			

Corporate aims and key target areas:

Aims:	Yes
Project helps to increase economic vitality and prosperity	
Project helps to enhance the environment, address and adapt to climate change	
Project helps to improve the housing health and well-being of our citizens	
Project helps to ensure safe, sustainable and cohesive communities	
Project helps to deliver well managed cost effective services valued by our customers	

List the key target areas from SSDC Corporate Plan 2009-12:

B. Target groups

Priority groups identified by SSDC and will be reviewed each year. These do not exclude other groups, but will score a higher number of points. Refer to Q. 20 and 23 on application form.

Group	Assessment Score	(Score1 for each)
People at risk of or suffering from poor health		(1)
People with mental health problems		(1)
Children & young people up to 18		(1)
Older People		(1)
People on low incomes		(1)
People facing social exclusion in urban & rural areas		(1)
People seeking to improve and develop work or educational skills		(1)
Total Section B (Max 7)		

C. Project

Area	Assessment Score	
Impact (Refer to Q's 16, 19 & 25 on application form)		
<p>Evidence of need: (make comments)</p> <p>Possible examples are:</p> <p>Parish Plan, Community Survey, Community Involvement, Census, Health & Social Needs Data, Feedback, Legislation, Index of Multiple Deprivation, National Governing body, support from club/organisation members, Parish Council, Community plan, Area Action Plan, relevant strategy, growing demand for service, Local Area Agreement, Sustainable Communities Strategy.</p> <p>Give Details:</p>		(Score between 1 – 5)
Total Section C (Max 5)		

D. Capacity of the organisation to do the project well

		(Max score 3 for each)
For one-off grants - aiming for self-sufficiency without public subsidy (1 year's funding only)*. Look for forward planning/development/business plan and active fundraising.		(1 – 3)
Able to demonstrate effective use of resources: (eg: good volunteer base, general support within community)		(1 – 3)
Sound proposal based on good practice and wide research:		(1 – 3)
Good publicity about group and project (see Q13)		(1 – 3)
User groups involved in running project (see Q24)		(1 – 3)
Total Section D (Max 15)		

E. Financial Need

		(Max score 7)
What % of project costs have been applied for from SSDC? <ul style="list-style-type: none"> • 1 – 15% Score 5 • 16 – 30% Score 4 • 31 – 50% Score 3 <p><i>Look carefully at where the rest of the funding is coming from – are these realistic and suitable funding sources, have they been applied for/secured?</i></p>		
What contribution is being made by the Parish Council? (Area grants only) <ul style="list-style-type: none"> • Up to 10% of project costs Score 1 • Over 10% of project costs Score 2 		
Total Section E (Max 7)		

F. Innovation

		(Score between 1 – 3)
Is the project a completely new approach locally to an existing issue? Is there evidence of creativity? <p>(If successful, group must share information/good practice with others)</p>		(1 – 3)
Total Section F (Max 3)		

G. Other comments about the application (Include in the Committee report)

For example:

- What would happen if the project was not funded?
- Would it mean SSDC would have to undertake direct provision?
- Would it mean SSDC failed to meet our corporate, area or service priorities?
- Is there capacity to see the project through?

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H. Ward member/relevant representative comments:

Summary (to be included in committee reports)

Category	Score	Maximum score
A Eligibility	Y/N	
B Target Groups		7
C Project		5
D Capacity of Organisation		15
E Financial need		7
F Innovation		3
Grand Total		37

(Funding only recommended for projects scoring 22 +)

*** Organisations seeking more than one year's funding should have a Service Level Agreement with the Council. 1-year's notice should be given if there are to be any changes in potential funding levels from SSDC.**

RECOMMENDED:

YES/NO

Amount:

CONDITIONS:

1	The funding has been awarded based on the information provided on the application form for your application number.
2	The enclosed Evaluation Form will need to be completed in full and returned to the appropriate Area/Central office when you return your signed acceptance of the funding offer.
3	All other funding sources are secured.
4	SSDC are given prior notice of the date when work is to commence.
5	SSDC is acknowledged on any publicity and on any permanent acknowledgement of assistance towards the project.
6	The applicant will work, in conjunction with SSDC Officers, to monitor the success of the scheme and the benefits to the community, resulting from SSDC's contribution to the project.
7	<p>All grants offered by SSDC will be based on a set of conditions. Conditions include one or more of the following:</p> <ul style="list-style-type: none">• Monitoring arrangements.• Publicity options.• Before and after photos.• Return signed acceptance slip.• Grants can only be paid for a single year and a second application is not allowed for the same project within 3 years (unless Service Level Agreement).• Any changes to the project should be notified to SSDC.• Share good practice with other organisations if successful in securing external funding.• All other funding sources are secured.• Conditions of grant should be presented in Committee report.
8	<p>For buildings, facilities and equipment:</p> <ul style="list-style-type: none">• Capital grants are on a one-off basis.• Capital grant applications should include a strategy for maintenance of equipment to applicable standards, and a strategy for replacement (or otherwise) if appropriate.• Subject to planning permission if necessary.• Shared use of buildings/equipment, where appropriate.• Proper signage to buildings/facilities.• The applicant must ensure that its play area is inspected and maintained in accordance with EN1176 or a successive standard.• For Village Halls, an access audit must be carried out and all projects should be improving access for people with disabilities.