



## 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: (Q6) \_\_\_\_\_

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"/> | Appropriate description (Q6)                                | <input type="checkbox"/> |
| Parent /Governing Body (Q7)<br>(if applicable)                  | <input type="checkbox"/> | Date established (Q9)                                       | <input type="checkbox"/> |
| Type of rules/constitution/scheme<br>(Q10)                      | <input type="checkbox"/> | Bank/Building Society Account<br>(Q11)                      | <input type="checkbox"/> |
| Checks of staff/volunteers (Q23)<br>(if work involves children) | <input type="checkbox"/> | (Q36)Proof of ownership of<br>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 should 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 any previous grants awarded? (if applicable). Include Performance Indicators and Objectives set			
<b>Eligible?</b>			

**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	

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.

<b>Group</b>	<b>Assessment Score</b>	<b>(Score1 for each)</b>
People at risk of or suffering from poor physical 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)
<b>Total Section B (Max 7)</b>		

### C. Project

Area	Assessment Score	
<b>Impact</b> (Refer to Q's 16, 19 & 25 on application form)		
<p><b>Evidence of need: (make comments)</b></p> <p>Possible examples are:</p> <p>Parish Plan, Community Survey, Community Involvement, Census, Health &amp; 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)
<b>Total Section C (Max 5)</b>		

### 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)
<b>Total Section D (Max 15)</b>		

### E. Financial Need

		(Max score 7)
What % of project costs have been applied for from SSDC? <ul style="list-style-type: none"> <li>• 1 – 15% <b>Score 5</b></li> <li>• 16 – 30% <b>Score 4</b></li> <li>• 31 – 50% <b>Score 3</b></li> </ul> <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"> <li>• Up to 10% of project costs Score 1</li> <li>• Over 10% of project costs Score 2</li> </ul>		
<b>Total Section E (Max 7)</b>		

### F. Innovation

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

### 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?

**H. Ward member/relevant representative comments:**

**Summary (to be included in committee reports)**

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

**(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	All grants offered by SSDC will be based on a set of conditions. Conditions include one or more of the following: <ul style="list-style-type: none"><li>• Monitoring arrangements.</li><li>• Publicity options.</li><li>• Before and after photos.</li><li>• Return signed acceptance slip.</li><li>• 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).</li><li>• Any changes to the project should be notified to SSDC.</li><li>• Share good practice with other organisations if successful in securing external funding.</li><li>• All other funding sources are secured.</li><li>• Conditions of grant should be presented in Committee report.</li></ul>
8	For buildings, facilities and equipment: <ul style="list-style-type: none"><li>• Capital grants are on a one-off basis.</li><li>• Capital grant applications should include a strategy for maintenance of equipment to applicable standards, and a strategy for replacement (or otherwise) if appropriate.</li><li>• Subject to planning permission if necessary.</li><li>• Shared use of buildings/equipment, where appropriate.</li><li>• Proper signage to buildings/facilities.</li><li>• The applicant must ensure that its play area is inspected and maintained in accordance with EN1176 or a successive standard.</li><li>• For Village Halls, an access audit must be carried out and all projects should be improving access for people with disabilities.</li></ul>