

PRIORITISING PROJECTS WITHIN THE COMMUNITY PARTNERSHIP SCHEME:
ASSESSMENT CRITERIA

Project appraisals will be undertaken for all applications submitted. The assessment will be as follows: -

Step One The project must meet one or more of the Council's aims or objectives. Meeting this minimum threshold allows each project to progress to the full assessment and prioritisation stage.

COUNCIL AIMS & OBJECTIVES (*Weighting 25%*)

1 **What are the main aims and objectives, which the project will contribute towards?**

3	Essential contribution to agreed Council aim/objective
2	Key contribution to agreed Council aim/objective or agreed strategy
1	Contribution to Council aim/objective or outline strategy
0	Minor or no contribution

Step Two Further assessments against the following questions will be made to score and prioritise each project

EXTERNAL FUNDING (*10% Weighting*)

2 **Is the project likely to secure external funding?**

- > *Not essential for applying to this fund, but needs to be taken into account where the grant would not cover 100% of the associated costs*
- > *What conditions apply to the external funding?*

3	All external funding secured or likely to be secured
2	Some funding secured, other bids submitted and likely to be successful
1	Bids submitted for funding, outcome unclear
0	No other bids made, other funding unlikely

SUSTAINABILITY (*Weighting 25%*)

3 **What assumptions have been made in assessing running costs?**

3	Detailed assessment based on experience of similar projects
2	Indication of costs of similar projects elsewhere
1	Some attempt to look at experience elsewhere
0	Lack of detail and little basis on previous projects

4 **How have the costs been assessed?**

- > *What action could be taken if the final costs exceeded the budget?*
- > *Would other partners increase their contributions if costs rose?*

3	Estimates over the last 12 months with professional input
2	Estimates produced over 12 months ago but up rated for inflation
1	Some attempt to estimate costs based on similar schemes
0	No detailed estimated

COMMUNITY PARTNERSHIP REVENUE GRANT 2012/13

5 ***What evidence of need is there for the project?***

3	Extensive research and consultation
2	Some research and consultation
1	Little research and consultation
0	No research or consultation

6 ***Is there clear forward planning in place?***

3	Forward planning documented and in place
2	Some consideration given to a forward planning
1	Little consideration given to a forward planning
0	No forward planning

7 ***Is the organisation able to support running of the project?***

- > Are there appropriate structures and mechanisms for management and finance?
- > Are the management responsibilities clearly defined?
- > Are there any procedures in place for measuring progress?

3	Organisation fully equipped to manage project
2	Organisation capable of managing project
1	Management capabilities of organisation weak
0	Organisation unable to manage project

COMMUNITY INVOLVEMENT (*Weighting 20%*)

8 ***Are volunteers and the community involved in the project?***

3	Large scale volunteer and community involvement in the project
2	Some volunteer and community involvement in the project
1	Little volunteer and community involvement in the project
0	No volunteer and community involvement in the project

9 ***What impact will the project have on the community?***

3	Large scale impact on the local community
2	Significant impact on the local community
1	Limited impact on the local community
0	Minor impact on the local community

VALUE FOR MONEY (*Weighting 10%*)

10 ***Does the project offer value for money?***

- > Does the project add value to any other Council activity, strategy, spending programme?
- > Would the project be able to go ahead without Council support?

3	Project offers excellent value for money
2	Project offers value for money
1	Project offers some value or money
0	Project offers little or no value for money

RISK (*Weighting 5%*)

11 ***Are risks clearly identified?***

- > Are their contingency plans for dealing with them?
- > Is the project deliverable in the time scale envisaged?
- > How dependent is the project on factors outside the control of the lead partner?
- > Are substantial risks justified by potentially high outcomes?

3	Risks identified and contingency plans in place
2	Some risk analysis and management
1	Little risk analysis and management
0	No risk analysis

EQUAL OPPORTUNITIES (*Weighting 5%*)

12 ***Is there any evidence of commitment to equal opportunity principles?***

3	Project underpinned by equality of opportunity
2	Some reference to equality of opportunity
1	Little reference to equality of opportunity
0	No reference to equality of opportunity

The initial appraisal will be carried out by the Community Partnerships Officer and/or the Culture & Community Manager together with a panel of five Councillors who will make recommendations to the Council's Housing and Community Services Committee. The Housing and Community Services Committee will then make the final decision on which projects to support.