**Rural England Prosperity Fund Scoring Matrix**

Organisation Bank Account Details

Not scored

The name of the account must align with the applicant

Account Name

Sort Code

Account Number

|  |  |  |
| --- | --- | --- |
| **No.** | **Question** |  |
| A | Project name | Not scored |
| B | Name of organisation |  |
| Email | Not scored |
| Phone |  |
| C | Amount of funding requested £ | Not scored  Indicative allocations:  Small scale investment in micro and small enterprises: £42,248  Developing and promoting the visitor economy: £33,000  Investment in capacity building and infrastructure support: £15,000  Creation and improvements to local rural green spaces: £15,000  Existing cultural, historic and heritage institutions: £21,000  Local arts, cultural, heritage and creative activities: £3,500  Rural circular economy: £8,000  Impactful volunteering and social action: £58,500 |
| D | Address the capital project will be delivered | Not scored |
| E | Postcode where the capital project will be delivered | Pass/Fail |
| F | Parish/Town | Not scored |
| G | capital project you will be delivering | * micro or small business enterprise 2; * developing and promoting the visitor economy 2; * digital infrastructure for local community facilities 2 * creation/improvement of local green spaces 2; * existing cultural, historic and heritage institutions or creative activities 1; * circular economy 1; * impactful volunteering and social action 2   **Maximum possible score: 12**  **Each indicated deliverable ticked must be evidenced to achieve its full score** |
| H | What outputs do you expect your project to provide? Please tick all that apply | * Create or safeguard jobs * Create new businesses * Help businesses to grow/ increase turnover * Increase footfall/ visitor numbers * increase the number of users of facilities/amenities * increase use of cycleways/paths * improve engagement * increase number of community-led arts, cultural, heritage and creative programmes * increased number of community-led programmes * increased volunteering numbers * improve perception of the applicant’s offer as set out in their application   **One point per tick.**  **Maximum possible score: 11**  **Each indicated output ticked must be evidenced to achieve its full score** |
| I | Have you received any of this funding. Please tick all that apply | * Farming in Protected Landscape * Farming Investment Fund * Platinum Jubilee Village Hall Improvement Grant Fund   **Pass/ Fail** |
| J | If you receive this grant, would it constitute a subsidy (please read the guidance for a definition)  If it is a subsidy, would it permissible under the subsidy control principles | * Yes/No * Yes/No   **Pass / Fail** |

| **No.** | **Question** | **Response** |
| --- | --- | --- |
| **SECTION 1: DETAILS OF APPLICANT/ORGANISATION.** In this section, the Council seeks to understand the status of your organisation, how long it has been established, and its core activities and capabilities. | | |
| Q1 | Application Date | Not scored |
| Q2 | Type of Applicant or organisation   * Parish or Town Council * Charitable organisation * Company Limited by guarantee/shares * Partnership * Sole Trader | Not scored |
|  | Year Established  *Please tell us when the organisation, business, charity or partnership was set up* | Not scored |
|  | Are you registered for VAT? (Please circle as appropriate) | Not scored |
| Q3 | Do you have access to support (financial or non-financial) from other organisations? | Not scored |
| Q4 | Have quotes been obtained from three different contractors?  If not, please explain how you can demonstrate your costs are realistic and reasonable. | Not scored |
| Q5 | Do you have access to support (financial or non-financial) from other organisations? | Yes: 2  No: 0 |
| Q6 | Have quotes been obtained from three different contractors?  If not, please explain how you can demonstrate your costs are realistic and reasonable. | Not scored  A failure to provide any quotes at all is an automatic failure of the application  Pass/Fail |
| **SECTION 2: DETAILS OF PROPOSED PROJECT. This section of the application provides you**  **the opportunity to explain your planned project in detail, describing who will benefit and how.** | | | |
| No | Question | **Response** |
| Q7 | Please provide a concise description of your project and what you require developer contributions funding for:   1. Please describe what you are going to do. 2. How many people will benefit and how will they benefit.  * How can you demonstrate that there is a need for this project, e.g. how have you consulted with local residents/stakeholders? * Provide any plans, designs or drawings to describe your project where possible. * Include financial or non-financial benefits/environmental benefits/social benefits, and whether it is an existing or new facility/project.   (Maximum 500 words, with attachment/s for diagrams etc if relevant) | 1. and b) Scored separately: 1-5   **5 – Outstanding response**  The question has been answered comprehensively and there is full confidence in the response  **4 – Very good response**  The question has been answered appropriately but may require further clarification, and there is confidence in the response  **3 – Good/satisfactory response**  The response given requires further clarification, but there are no major concerns, and there is some confidence in the response  **2 – Poor response**  The response requires a lot of further clarification and there are concerns which affect the confidence in the response  **1 – Very poor response**  The question has not been adequately answered, a great deal of clarification is required and there are major concerns in the response given.  **Total score: 10** |
| Q8 | Location of your proposed project  *Please provide us with a postal code for the location of your project.* | Pass/ Fail  If the project is outside of East Hampshire district or within the excluded area the application will automatically fail |
| Q9 | Project duration  *Please tell us when the project will start and end.* | Not Scored  If the grant cannot be spent by 31st January 2025 the application will automatically fail |
| Q10 | Are you the owner of the proposed project site?  Please provide as much detail/evidence as possible.  *Please tell us if your organisation/you own your project site; if you own the freehold or have a lease of your site and for how long.*  *If your project relates to premises you must demonstrate security of tenure for at least 7 years.* | Not scored  If the owner does not support the proposal then the application will automatically fail |
| Q11 | Do you have all required permissions to carry out your project? E.g. landlord permission, planning permission, etc.  *Please provide details of any further consents required, e.g. planning permission, building regulations, change of use etc.* | Not scored |
| Q12 | Please provide evidence of any preliminary work.  Please provide any documents that relate to this project such as drawings, plans, research or studies etc?  (Maximum 250 words) | Scored 1-5  **5 – Outstanding response**  The question has been answered comprehensively and there is full confidence in the response  **4 – Very good response**  The question has been answered appropriately but may require further clarification, and there is confidence in the response  **3 – Good/satisfactory response**  The response given requires further clarification, but there are no major concerns, and there is some confidence in the response  **2 – Poor response**  The response requires a lot of further clarification and there are concerns which affect the confidence in the response  **1 – Very poor response**  The question has not been adequately answered, a great deal of clarification is required and there are major concerns in the response given. |
| Q13 | Please explain the community use of your proposed facility | Scored 1-5  **5 – Outstanding response**  The question has been answered comprehensively and there is full confidence in the response  **4 – Very good response**  The question has been answered appropriately but may require further clarification, and there is confidence in the response  **3 – Good/satisfactory response**  The response given requires further clarification, but there are no major concerns, and there is some confidence in the response  **2 – Poor response**  The response requires a lot of further clarification and there are concerns which affect the confidence in the response  **1 – Very poor response**  The question has not been adequately answered, a great deal of clarification is required and there are major concerns in the response given. |
| Q14 | Are there any restrictions on the use of your organisation’s facilities?  *This could include the hours your facility is open, the number of people it can facilitate or permitted to use the site.*  *Will the facility/project only be open to the general public, members or specific groups of people* | Scored 1-5  **5 – Outstanding response**  The question has been answered comprehensively and there is full confidence in the response  **4 – Very good response**  The question has been answered appropriately but may require further clarification, and there is confidence in the response  **3 – Good/satisfactory response**  The response given requires further clarification, but there are no major concerns, and there is some confidence in the response  **2 – Poor response**  The response requires a lot of further clarification and there are concerns which affect the confidence in the response  **1 – Very poor response**  The question has not been adequately answered, a great deal of clarification is required and there are major concerns in the response given. |
| Q15 | Does your organisation have the following documentation - please include the date they were adopted:  Equality and diversity policy  Child protection policy  Adult safeguarding policy  Health and Safety policy  Employer’s liability insurance  Public liability insurance | Not scored, but failure to provide relevant documents will result in the application failing |
| Q16 | Please tell us:   * How will you manage your project? * How will you ensure it is delivered in a timely way? * How will you monitor and evaluate your project? * How will you promote your project? * What ongoing maintenance/inspections will be required? * How will you ensure it is sufficiently resourced in terms of funding staffing, maintenance and management of your project?   (Maximum 500 words, plus attachment/s which could include diagrams etc if relevant) | Scored 1-5  **5 – Outstanding response**  The question has been answered comprehensively and there is full confidence in the response  **4 – Very good response**  The question has been answered appropriately but may require further clarification, and there is confidence in the response  **3 – Good/satisfactory response**  The response given requires further clarification, but there are no major concerns, and there is some confidence in the response  **2 – Poor response**  The response requires a lot of further clarification and there are concerns which affect the confidence in the response  **1 – Very poor response**  The question has not been adequately answered, a great deal of clarification is required and there are major concerns in the response given. |
| Q17 | Please specify if there are any risks associated with the project and how these will be managed  *For example, what are the potential risks and how you plan to minimise them. This could be risks such as:*  *Not all funding gets secured, key personnel leave, Start date delayed etc.*  (Maximum 500 words) | Scored 1-5  **5 – Outstanding response**  The question has been answered comprehensively and there is full confidence in the response  **4 – Very good response**  The question has been answered appropriately but may require further clarification, and there is confidence in the response  **3 – Good/satisfactory response**  The response given requires further clarification, but there are no major concerns, and there is some confidence in the response  **2 – Poor response**  The response requires a lot of further clarification and there are concerns which affect the confidence in the response  **1 – Very poor response**  The question has not been adequately answered, a great deal of clarification is required and there are major concerns in the response given. |
| **SECTION 3: PROJECT MANAGEMENT** | | | |
| Q18 | Are any elements of this application commercially confidential? | Not Scored |
| **SECTION 4: OTHERS** | | | |
| Q 19 | Please provide details of any additional information that you think may be relevant in the assessment of your project.  (Maximum 500 words) | Scored 1-5  **5 – Outstanding response**  The question has been answered comprehensively and there is full confidence in the response  **4 – Very good response**  The question has been answered appropriately but may require further clarification, and there is confidence in the response  **3 – Good/satisfactory response**  The response given requires further clarification, but there are no major concerns, and there is some confidence in the response  **2 – Poor response**  The response requires a lot of further clarification and there are concerns which affect the confidence in the response  **1 – Very poor response**  The question has not been adequately answered, a great deal of clarification is required and there are major concerns in the response given. |

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| **SECTION 5: FINANCE DETAILS** | |
| **Expenditure**  Please list all project/service costs. Please attach all relevant quotes | |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Total project cost:** | £ |
|  | |
| **Income**  Please list all potential sources of match funding to the value of 50% of the project cost | |
|  | £ |
|  | £ |
|  | £ |
| **Total project match:** | £ |

**Before submitting your application, please ensure you enclose a copy of each of the required documents below. If the necessary documents are not provided, then your application will be rejected and returned.**

**All applications:**

**Not scored, but failure to provide relevant documents will result in the application failing**

|  |  |
| --- | --- |
| Copy of your constitution | **□** |
| Evidence of ownership (if applicable) | **□** |
| Latest accounts / standing orders | **□** |
| Quotations for costs | **□** |
| Evidence of support | **□** |
| Plans, designs or drawings | **□** |
| Copies of required permissions, Landlord, Planning Permission, Leases | **□** |
| Additional / Supporting pages, including drawings, charts etc | **□** |
| Business Plan | **□** |
| Project Management Plan | **□** |
|  |  |

**PRIVACY STATEMENT**

The information we collect on this form is necessary to process your grant application. The lawful basis to collect this information is that it is necessary for the performance of the potential contract to which you would be party (i.e. the grant award). We will keep your information on file in line with our retention schedule (www.easthants.gov.uk/retention-schedule). You have a number of rights about how your data is used. For more information go to: [www.easthants.gov.uk/privacy-policy](http://www.easthants.gov.uk/privacy-policy).

**DECLARATION**

I confirm that, to the best of my knowledge and belief, all the information contained in this application form is true and correct, and the fund criteria has been met. I understand that you may ask for additional information at any stage of the application process.

I certify that all the information given in this form is correct and that any grant money received from East Hampshire District Council will be used for the purposes stated in this form.

East Hampshire District Council reserves the right to reclaim any grant not used for the purposes stated on this form.

If successful, I agree to complete a monitoring form to detail the outcomes of the project when requested.

**Not scored, but failure to attest that the contents of the application are true will result in the application failing**

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |