Grow Up! Community Fund 2024 Scoring Matrix

For your application to be considered you <u>MUST</u> include a copy of the following documents/information when you submit your application, please indicate below that you have provided the documents.

Constitution (please state where in your constitution it states what will happen with remaining funds should the organisation wind up)			Pass / Fail
Quotations of costs included in application	1st Quote	2nd Quote	
			Pass / Fail
Any other evidence to support your application, please list			Not scored

Organisation details

Applicant name:	Not scored
Position in organisation:	Not scored
Telephone:	Not scored
Email:	Not scored
Address:	Not scored
Manually entered address:	Not scored
Type of organisation:	Not scored
(If a registered charity please include charity number)	Not scored

Overview of what the organisation does:	Not Scored	
Organisation name:		Not scored
Project title:		Not scored
Amount requested:	£	Not scored
If successful, please name the organisation that will receive and hold the funds (if different from above):		Not scored

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. You have a number of rights about how your data is used. For more information go to:

https://www.easthants.gov.uk/privacy-policy/your-personal-information/how-long-do-we-keep-yourpersonal-information

Application details

1	**Project description** *(please provide a <u>detailed</u> description of the project you require funding for):*
	First: • Verify Grow Up! & UKSPF priorities (interventions, outputs and outcomes) • Pass if it conforms to the priorities for the funding. • Fail if it does not conform to the priorities for the funding. • Provide commentary in either case Then: Grade and score and commentary alongside: Scores range from 0-4 (0 = Low, 4 = High) 0- Insufficient information provided / very poor. Major concerns. 1- Poor response, unsatisfactory. Meets the minimum aims of the climate action fund describes some details about the project but does not explain wider context. Requires a lot of further clarification, some concerns. 2- Good Satisfactory response: clearly explains the project and puts it in context. Mostly clear some further clarifications are needed but no major concerns. 3- Very Good, robust response; Goes beyond the minimum further detail may be needed, but no concerns. 4- Outstanding full and robust response; Ambitious project which exceeds the minimum aims, no clarification needed.
2	**i) Who will benefit from your project?** *(Please note this must include East Hampshire residents. Please include details of how your beneficiaries link to the priorities of the fund.)*
	ii **How many residents will benefit from your project?** *(Please include details on the impact your project or service will have on the beneficiaries.)*
	Pass / Fail
3	**Please provide evidence that there is a need for this project.** *(It is important to include any statistics, consultation, or research you have undertaken to support this answer)*
	Grade and score and commentary alongside: Scores range from 0-4 (0 = Low, 4 = High) 0- Insufficient information provided / very poor. May not stick to the word / space limit. Does not adequately answer the question, some major concerns. 1 Poor response, unsatisfactory. Unclear demonstration of need. May not stick to the word / space limit. Requires a lot of further clarification, some concerns. 2 Good Satisfactory response: mostly clearly demonstrated there is a need for this project. May stick to the word / space limit some further clarifications are needed but no major concerns. 3 Very Good, robust response; clearly explains, and shows evidence as to how there is a need for this project. Minor details of clarification or further detail may be needed, but no concerns. 4 Outstanding full and robust response; detailed explanation, and evidence. Gives full confidence. No clarification needed.

4	**Where will your project be delivered?** Please provide details of where it will be based and who it will serve.
	Pass or Fail

5	**When will your project take place?** Please note, we can only fund projects that conclude by 31st March 2025 and we will require updates on your project.
	Pass or Fail

6	**How will you deliver your project?** Please detail how you will deliver, the milestones that will be achieved throughout the project.
	Grade and score and commentary alongside: Scores range from 0-4 (0 = Low, 4 = High) 0- Insufficient information provided / very poor. May not stick to the word / space limit. Does not adequately answer the question, some major concerns. 1- Poor response, unsatisfactory. Unclear demonstration of need. May not stick to the word / space limit. Requires a lot of further clarification, some concerns. 2- Good Satisfactory response: mostly clearly demonstrated there is a need for this project. May stick to the word / space limit some further clarifications are needed but no major concerns. 3- Very Good, robust response; clearly explains, and shows evidence as to how there is a need for this project. Minor details of clarification or further detail may be needed, but no concerns. 4- Outstanding full and robust response; detailed explanation, and evidence. Gives full confidence. No clarification needed.

7	**Does your organisation have the following documents? If so, please state when these documents were last updated/adopted:**		
	Safeguarding policy:	Not scored	**Safeguarding policy last updated:**	Not scored
	Equality & diversity policy:	Not scored	**Equality & diversity policy last updated:**	Not scored
	Public liability insurance:	Not scored	**Public liability insurance last updated:**	Not scored
	Employers liability insurance:	Not scored	**Employers liability insurance last updated:**	Not scored

	Professional Indemnity Insurance	Not scored	Professional Indemnity Insurance last updated	Not scored
	Health & Safety policy:	Not scored	Health & Safety policy:	Not scored
	Does your organisation work with children or adults at risk?		Not scored	
	If it does, but you do not currently have a safeguarding policy in place, you will need to contact our Safeguarding Lead on safeguarding@easthants.gov.uk.			
8	**I) Do you have permission from the landowner/building owner for your project to take place?** *(If available, please provide letters/emails from owner confirming permission.)*			
	II) Does your project require planning permission or any other consents? *(Are these consents already obtained? If so please provide evidence. If you are a tenant with a lease, please state the expiry date of your lease.)*			
	Pass / Fail			
9	I) **Has your organisation received funding from EHDC in the last 2 years for this or other projects?** *If yes, please provide full details: only include the project title and fund not explanation*			
	II) **If you receive this grant, would it constitute a subsidy?** *(please read the Guidance Notes for a definition & consider would it be permissible under the subsidy control principles? Please confirm below)*			
	Not scored			
10	**Which of the below categories best describe your project?** Please select as many as is relevant but no less than 1. You must achieve a minimum of 1 of these objectives for your application to be considered. The items in bold will scored higher and therefore are more likely to be successful. **(1 point per intervention - 2 points for those in bold. Max score 8 points)**			

Meets Objective (ü)	Interventions
	Community & neighbourhood infrastructure projects
	Creation of and improvements to local green spaces
	Impactful volunteering and/or social action projects
	Community measures to reduce the cost of living
	Enrichment & volunteering activities
	Green skills courses

11	**Which of the following outputs and outcomes does your project achieve? Please indicate which will be delivered.**
	Grants are awarded using Government funding and therefore must demonstrate delivery of the outputs and outcomes. You will need to provide evidence of delivering these.
	You must achieve a minimum of 5 of the outputs and outcomes for your application to be considered.
	The items in bold will scored higher and therefore are more likely to be successful. **(1 point per output/outcome - 2 points for those in bold. Max score 35 points)**

Meets Output / Outcome (ü)	By	Outputs / Outcomes
	No.	**Number of organisations receiving non-financial support**
	No.	Number of households receiving support
	No.	**Number of facilities supported/created**
	No.	Number of local markets supported
	No.	**Number of socially excluded people accessing support**
	No.	**Jobs created**
	No.	Increased footfall
	No.	**Number of active or sustained participants in community groups as a result of support**
	No.	**Number of people engaging with mainstream healthcare services**
	No.	**Number of people in education/training**
	No.	**Number of local events or activities supported**
	M2	**Amount of green or blue space created or improved (m2)**
	No.	Number of trees planted
	No.	Number of volunteering opportunities supported
	No.	Number of projects
	No.	Number of people reached
	No.	Increased visitor numbers
	No.	**Improved perception of facility/infrastructure project**
	No.	**Improved engagement numbers**
	No.	Volunteering numbers as a result of support
	No.	**Increased number of projects arising from funded feasibility studies**
	No.	**Number of people accessing mental and physical health support leading to employment**

	Grade and score and commentary alongside: Scores range from 1-5 (1 = Low, 5 = High) 0- Meets none of the interventions and less than 4 outputs / outcomes 1- Meets at least one intervention and at least 4 outputs / outcomes 2- Meets two or more interventions and at least 6 outputs / outcomes 3- Meets three or more interventions and at least 8 outputs / outcomes. 4- Meets three or more interventions and at least 10 outputs / outcomes
12	**If you are applying for funding for a permanent structure or facility, have you made plans for future maintenance and management?**
	Pass / Fail
13	**Have you considered the risks associated with the project.** *This may include financial risks, staff/volunteer risks and/or specific project risks.* **Please list the risks considered and mitigations**
	Grade and score and commentary alongside: Scores range from 0-4 (0 = Low, 4 = High) 0- Insufficient information provided / very poor. . Does not adequately answer the question, some major concerns. 1- Poor response, unsatisfactory. Unclear demonstration of need. Requires a lot of further clarification, some concerns. 2- Good Satisfactory response: mostly clearly demonstrated there is a need for this project. Some further clarifications are needed but no major concerns. 3- Very Good, robust response; clearly explains, and shows evidence as to how there is a need for this project. Minor details of clarification or further detail may be needed, but no concerns. 4- Outstanding full and robust response. Full monitoring and evaluating process in place, gives full confidence; no further clarification is needed.
14	**How will you monitor and evaluate the success of your project against the outputs and outcomes in the table in question 8?** *This should include detail of how you will track the project and how you will be able to assess whether the project has met* the outputs and outcomes. **Can you provide monitoring reports?**
	Pass / Fail
15	**Will you be working with other organisations, community groups to deliver your project, if so, who?**
	Not scored

17	Is there anything else you would like to tell us about your organisation?
	Not scored

Finance details

Please use the following tables to list the costs and income for this specific project or service. The examples are for guidance only:

- TABLE 1 - Expenditure Table – Capital Projects only
- TABLE 2 - Income Table – All Projects

TABLE 1 - EXPENDITURE - *The total expenditure should match the total income (Table 3)*		
ITEM DESCRIPTION	**PURCHASE COST**	**EVIDENCE PROVIDED**
Example: lawnmower	*£500*	*Quote from local garden centre attached*
TOTAL EXPENDITURE:		

TABLE 2 – INCOME FOR PROJECT *Please note your total income should match the total expenditure shown in table 1*			
Income	**Amount**	**Details of income**	**Pending or confirmed**

Example: grant from parish council	*£2,000*	*Funding application submitted February 2023*	*Decision expected July 2023*
TOTAL INCOME:			

Before submitting your application, please ensure you complete the above and enclose a copy of quotes. If the necessary documents/information are not provided, then your application will be rejected and returned.

<u>Declaration</u>

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

	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 the organisation is wound up and there is unspent EHDC money, the funds will be returned to EHDC. The project needs to be completed by 31st March 2025.

	If successful, I agree to complete a monitoring form to detail the outcomes of the project when requested. Please note that the failure to complete a monitoring form for a project may preclude the awarding of future Community Grant schemes to your organisation.

Please note, it is the applicant's responsibility to ensure all required permissions and approvals are in place prior to their project commencing.

Signature	
Name	
Date	

Position	

At the end of the application process please state below if you are happy for us to keep your contact details. We will only email you if we have information, we believe is relevant or your organisation would find useful. We may also use the list to contact people on an individual basis depending on the nature of the enquiry, for example to request some advice or information that will help with our work.

If anyone else within the Council wishes to use any of the contacts, we will email you first to ask if you are happy for us to share your contact details with them, as well as the reason behind the request, this may include East Hampshire District Councillors.

I am happy for you to keep my contact details	

Has your organisation signed up to be a beneficiary of our East Hampshire community lottery? If no, please visit https://www.easthantslottery.co.uk/ to find out if your organisation is eligible and how to sign-up.

Submitting your application

PLEASE ENSURE YOU ENCLOSE A COPY OF YOUR CONSTITUTION, QUOTATIONS FOR COSTS AND ANY OTHER ADDITIONAL EVIDENCE WHEN YOU SUBMIT YOUR APPLICATION TO ENSURE YOUR APPLICATION CAN BE PROCESSED.

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