

**Evaluation Sheet**  
**Community Grants 2016/17**

<b>Declarations of interest</b> Please provide details. If declaring an interest the assessors will absent themselves while the application is evaluated.	
<b>Organisation Name</b>	
<b>Project Name</b>	
<b>Amount requested</b>	£
<b>Date evaluated</b>	
<b>Is application eligible (yes / no)</b>	
<b>Total score</b>	
<b>Initial Recommendation</b>	£
<b>Comments</b>	
<b>Final Recommendation</b>	£
<b>Comments</b>	

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<b>Eligibility</b>	<b>Yes / No</b>	<b>Comments</b>
From community or voluntary organisation, a social enterprise or a not for profit community focused organisation		
Run by a committee (at least 3 people (chair, secretary & treasurer))		
Primarily Oxford beneficiaries		
Constitution / Equal opportunities		
Annual accounts		
Bank statement		

**If all above are not met reject application**

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<b>Monitoring Returned?</b>	<b>Yes / No</b>	<b>Comments</b>
Has the organisation been funded in 2015/16?		
Did they complete and return a monitoring form and provide evidence of spend?		
If No, the organisation is not eligible for funding for one year. Is this applicable to this application?		

**Theme selected**

A vibrant & sustainable economy

Strong & Active Communities

Meeting housing need

Cleaner, greener city

### Section 3 – About the project

#### Evidence of need

Score	Score	Description	Comments
	0	Application fails to answer the question or includes nothing relevant	
	2	States what the need is but does not back this up with evidence.	
	4	Identifies need, demand and supply (or 2 out of 3) but relies on out of date data or only quantitative or qualitative data.	
	6	The proposal identifies need demand and supply. It uses up to date (i.e. less than 3 years old) available data that is both quantitative and qualitative (or example surveys, and deprivation & census data).	
/ 6	<b>Total</b>		

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#### Beneficiaries / Targeting

Score	Score	Description	Comments
	0	Application fails to answer the question or includes nothing relevant	
	2	The application evidences some community benefit to a wide range of individuals or groups or to area's that do not have high indices of multiple deprivation	
	10	The application evidences community benefit that is targeted towards areas with high indices of multiple deprivation or prioritises work with socially excluded groups	
/ 10	<b>Total</b>		

#### Risk

Score	Score	Description	Comments
	0	Application fails to answer the question or fails to identify any risks related to the project or activity (eg safety)	
	2	Application has identified relevant risks and has taken steps to manage some of the risks but not all	

	<b>4</b>	Application is fully aware of the relevant risks and has taken steps to manage all of them.	
<b>/ 4</b>	<b>Total</b>		

**Section 4 – Meeting the Aims of the Council**

<b>Score</b>	<b>Score</b>	<b>Description</b>	<b>Comments</b>
	<b>0</b>	Application fails to answer the question or includes nothing relevant or selects multiple objectives or wrong objective for project activity.	
	<b>2</b>	Have identified which objective the project meets but not explained how the action meets the objective.	
	<b>4</b>	The application clearly explains how the action meets the objective.	
<b>/ 4</b>	<b>Total</b>		

**Section 5 – Monitoring & Evaluation**

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<b>Score</b>	<b>Score</b>	<b>Description</b>	<b>Comments</b>
	<b>0</b>	Application fails to answer the question or includes nothing relevant	
	<b>2</b>	The application has not stated how the activity / project will be monitored, what data will be collected and how this will be reported, or it provides basic minimal information, or has stated that the impact of the project / activity cannot be measured.	
	<b>4</b>	The application has indicated what will be monitored and what related data and impact information will be collected, at what frequency and how this will be reported.	
	<b>6</b>	The application has clearly indicated what will be monitored, at what frequency, what data will be collected plus relevant outcomes and how this will be reported and has linked this with the objective they have selected that meets the aims of the Council.	
<b>/ 6</b>	<b>Total</b>		

## Section 6 & 7 – Financial Details of Organisation & Project

### Additional subsidies

Score	Score	Description	Comments
		Is the project going to benefit from any additional subsidies from the city council? (in the form of financial or in kind support).	
	1	No	
	- 1	subsidy less than grant requested	
	- 2	subsidy same as grant requested	
	- 3	subsidy more than grant requested	
/ 1	<b>Total</b>		

### Financially competent

Score	Score	Description	Comments
	0	The summary does not accurately reflect the information in the accounts	
	1	The summary does accurately reflect the information in the accounts	
/ 1	<b>Total</b>		

Score	Score	Description	Comments
	0	The figures contained in the form do not add up correctly	
	1	The figures contained in the form do add up correctly	
/ 1	<b>Total</b>		

Score	Score	Description	Comments
	0	The estimated costs are not realistic (too expensive or too low)	
	1	The estimated costs are reasonable and realistic	
/ 1	<b>Total</b>		

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Financial need

Score	Score	Description	Comments
		Are there more than 6 months unspecified cash reserves (in relation to expenditure)	
	0	Yes	
	1	No	
/ 1	<b>Total</b>		

Score	Score	Description	Comments
		Is the activity the primary responsibility of another agency?	
	0	Yes	
	1	No	
/ 1	<b>Total</b>		

Score	Score	Description	Comments
		How much income (cash) is raised from other sources than the City Council?	
	0	Raise less than grant request	
	1	Raise the same as grant request	
	2	Raise more than grant request	
/ 2	<b>Total</b>		

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**Section 8 – Value for Money**

Score	Score	Description	Comments
		If agreed, will the grant lever in money for the project from elsewhere / other funding bodies etc?	
	0	No	
	1	Yes but less than grant request	
	2	Same as grant request	
	3	More than grant request	
/ 3	<b>Total</b>		

<b>Summary</b>	<b>Maximum Score Available</b>	<b>Actual Score</b>
<b>Section 3 - About the Project</b>		
Evidence of need	<b>6</b>	
Targeting	<b>10</b>	
Risk	<b>4</b>	
<b>Section 4 - Meeting the aims of the Council</b>	<b>4</b>	
<b>Section 5 - Monitoring &amp; Evaluation</b>	<b>6</b>	
<b>Section 6 &amp; 7 - Financial Details</b>		
Additional subsidies	<b>1</b>	
Financially competent	<b>3</b>	
Financial need	<b>4</b>	
<b>Section 8 - Value for money</b>	<b>3</b>	
<b>Grand Total</b>	<b>41</b>	<b>/ 41</b>

Reviewed & updated June 2015

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