Communities and Service Support
Voluntary Sector Commissioning

Stronger Neighbourhoods Grants

Assessment Process

This document outlines how your application will be judged, and who will be involved. It is the document we use ourselves when we are assessing your application.

You should read this carefully, so that you understand how we will be making the decision, and what information you should include in your application.

These documents are available in large print and as a Word document. Please contact us if you would like them in a different format.

Tel: 01422 393003
Email: Kala.wild@calderdale.gov.uk
Text: 07872100656
### There are three stages in the assessment process

<table>
<thead>
<tr>
<th>Stage 1:</th>
<th>Eligibility and completeness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 2:</td>
<td>Individual score</td>
</tr>
<tr>
<td>Stage 3:</td>
<td>Ranking against other applications received</td>
</tr>
</tbody>
</table>

The assessment will be carried out by Council officers within the Communities and Service Support Directorate, using the guidelines below.

Council officers will prepare a report for Council Members (i.e. Councillors), that will include:
- The list of organisations that were rejected because their applications were ineligible
- The results of the assessment of all eligible applications
- Any background or other relevant information
- A recommendation on which organisation to award grants, and how much to award.

The report will be available to the public, and meetings where Council Members discuss the report will be open to the public.

Full copies of the application and the assessment notes will be available to Council Members for inspection.

Based on this information, Council Members will decide which organisations to award grants, and how much to award them.

Please note: The report and the officers’ recommendations are just there to help Council Members make a decision. It is Council Members’ responsibility to make the decision itself. They will do this based on all of the information available to them, and in the overall context of their responsibility to the Council.

The deadline for applications is **12.00 noon, Monday 6\(^{th}\) November 2017**.

All applications have to be with us by that time, either electronically or as a printed version. Late applications will be considered ineligible.
Stage 1: Eligibility and completeness

The answers to all questions in this stage must be Yes. If an application fails any of these questions then it will be ineligible. We will reject it at this stage.

Please note that we will not automatically contact you to check your application is complete or ask for any additional information.

We will make a decision based on the application that you submit to us – so please make sure that you send us all of the information you want us to consider.

Q1. Is the application complete?

| Is this application form completed and signed | • Please make sure you answer all the questions on the form.  
• If you are sending your application in electronically, please add an electronic signature or print off the final sheet of the form, sign it and send it to us separately. |
| Is there a signed copy of the constitution or similar document? | • It could be Memorandum & Articles of Association, trust deed, constitution; you might call it something different in your organisation but it must be signed and dated. If you are not sure, please contact us to discuss it. |
| Is there a signed copy of your most recent accounts, or for new organisations, a 12-month income and expenditure forecast? | • You should send us the most up to date available. They do not need to be audited or examined if your organisation is too small to need to get this done usually, but they must be signed. |

Q2. Is the organisation eligible?

| Is the applicant a voluntary or community organisation? | • We will be looking for organisations that are run for the benefit of their members or service users, not to make money for the people who run them. You do not have to be a registered charity, although registered charities will automatically get a Yes for this question.  
• We will look at 1h, your constitution  
• 1i, what you do  
• 1L, volunteer involvement.  
• If you are not a registered charity, we will look at the way you are set up and run. The two things we will look at in particular are:  
  - Do the people making decisions at the top of the organisation get paid or take money out of the organisation? |
4. If the organisation closed, what would happen to any money or property left over?
   • This might exclude some cooperative organisations; if you are a co-op, please call us to discuss your application before you go any further.

Is the application for the benefit of Calderdale?
   • Nearly all of the people benefiting must be people who live in, work in or visit Calderdale

Does the applicant meet all of the management standards, or have plans in place to meet all standards within a reasonable time?
   • If you don’t meet all of the management standards at the end of the application form (see appendices). Make sure you tell us which ones you don’t meet, and what you are going to do about it if you are funded. Give a timescale too.

Q3. Are you applying to the right scheme?

a) Does the project/service you are applying for fit within the overall Communities and Service Support Objectives?
   • You should have been able to link your project to at least one of the Communities Stronger Neighbourhoods Objectives see link.
   • In particular, we want to fund universal and preventative services, so we want to see that your services are open to a wide range of people, or impact on a whole community, or will prevent something happening in a community or for a particular group of people in need (see key strategies referred to in the Stronger Neighbourhoods Objectives and other needs assessments relevant to Calderdale).
   • We will check this with your description of your service/project questions 1i, 2b, 2c to make sure it fits within the overall of our scheme.

b) Is the level of funding right for the Stronger Neighbourhoods Grants?
   • This scheme offers between £10,000 and £30,000 per year for up to three years.
   • We will consider information provided in section 4 ‘about funding’ on the application form to help us assess project suitability.

4. Is the project realistic and needed?

This will be answered as part of Stage 2 of the assessment process. If any project scores 0 or 1 on Question 2 below, then it will be rejected. (Scoring 0 or 1 on Question 2 means that we don’t think your plans are realistic and that there seems to be a big risk that they won’t work in real life).

Stage 2: Individual Score

Applications will be judged on the 9 issues below. You will get a score for each. The tables below show what you need to demonstrate to get that score. The information on the right hand side shows the kind of thing we are looking for in the application or supporting information.
Remember – we don’t know your project or service as well as you do! If you have information that you think supports your application, and will contribute towards the score awarded, please send it to us – don’t assume that we know it, or that we will ask you for it later.

Q1. Voluntary Sector Benefits
(To score these, we will look particularly at the questions numbered 1L on page 4 of the application form)

1.1 Demonstrates access to Matchfunding.

<table>
<thead>
<tr>
<th>Points</th>
<th>Details</th>
</tr>
</thead>
</table>
| 5      | - A high level of matchfunding (80% or more of your organisation’s income comes from non-Calderdale Council sources)  
        - Funding from different sources, including different public sector funders, public donations, trading income and others. |
| 3      | - Significant matchfunding (50% or more of your organisation’s income comes from non-Calderdale Council sources)  
        - Matchfunding comes from more than one source, such as other public sector funders, public donations, trading income or other. |
| 1      | - Some matchfunding (10% or more of your organisation’s income comes from non-Calderdale Council sources) |
| 0      | - Small amount of matchfunding (less than 10%)  
        - No evidence that this comes from a range of sources  
        - No details given of amounts or source of matchfunding |

1.2 Demonstrates value for money services, including use of volunteers and the social value added of the services being delivered.

<table>
<thead>
<tr>
<th>Points</th>
<th>Details</th>
</tr>
</thead>
</table>
| 5      | - Facts and figures show that the service gives good value for money (comparisons with other providers, evidence from any audit or quality mark process)  
        - A high level of involvement of volunteers in managing or delivering the service (e.g. large number of volunteers, large percentage of activities carried out by volunteers, parts of service only possible because of volunteers)  
        - Clearly shows the social value added by the service. |
| 3      | - Reasonable assumption that the service gives good value for money (descriptions rather than facts and figures)  
        - Significant involvement of volunteers in managing or delivering the service (e.g. volunteers involved throughout organisation, some activities carried out directly by volunteers)  
        - Has identified some of the social value added of the service. |
| 1      | - Some details given about value for money  
        - Some involvement of volunteers (e.g. some volunteers within the organisation, some activities delivered by volunteers with others)  
        - Limited information about the social value added by the service. |
| 0 points | • No details given about value for money  
|          | • No details given about what volunteers do or what they contribute  
|          | • No information about the social value added by the service. |

1.3 Reach into excluded and vulnerable groups. Supports and develops social action and participation in local communities.

| 5 points | • Gives evidence of work with excluded and vulnerable groups, including details of groups that they work and how they reach these groups.  
|          | • Demonstrate that the organisation provides a voice for and represents users.  
|          | • Highlights how the service adds to participation and social action in the local community. |

| 3 points | • Gives some information about work with excluded and vulnerable groups  
|          | • Provides some details about how the organisation represents people and gives them a voice.  
|          | • Gives some information about how the service adds to participation and social action in the local community. |

| 1 point  | • Information suggests that the organisation does work with excluded and vulnerable groups  
|          | • No information about how the organisation gives a voice to the people who use its services  
|          | • Limited understanding of how the service adds to participation and social action in the local community. |

| 0 points | • Not enough information given to understand what groups the organisation works with, or how they are represented  
|          | • No understanding shown of participation or social action. |

1.4 Leading, developing and sharing best practice in the community and with partners.

| 5 points | • A high level of understanding and evidence of sharing, developing and leading best practice in the community and with partners. |

| 3 points | • Significant understanding of sharing, developing and leading best practice in of the community and with partners.  
|          | • Some details given about how your organisation develops and shares best practice. |

| 1 point  | • Some information given about how your organisation shares or develops good practice, either in the past or on a small scale |

| 0 points | • No information given about any development or sharing of good practice. |
Q2. About your project/service

(To score this, we will look particularly at the questions in Section 2 of the application form, and also for impact, Section 3)

Please notice the scoring – this is one of the most important parts of your application.

This is the only part of Stage 2 where a low score will mean that we reject your application completely.

2.1 How many objectives does the project address?

3 points per objective addressed and evidenced within the application, (please consider the outcomes that are attached to each objective). 1 point objective partially met, 2 points objective well met, 3 points objective fully met.

There are a Maximum of 9 points that relate to the objectives.

2.2 Is the project/service realistic, needed and linked to Stronger Neighbourhoods Objectives?

16-20 points
- The project/service has a realistic aim, that addresses a genuine problem
- The project/service identifies something concrete and real that can be done to address this aim
- There is a clear and obvious link between the aim and what the project/service is going to do
- Gives convincing detail about how the project will be delivered, showing that it can be done, and that it has been fully thought through

10-15 points
- The aim makes sense, and relates to a real problem
- There is some detail given about how the project/service directly addresses the aim
- The information about how the project will be delivered shows how it can be done

5-9 points
- There is some information to suggest that a valuable aim has been identified
- There are some good ideas about how the project/service could be delivered
- There are gaps in the information
- There are some details which suggest serious risks in whether or not the project/service can actually work, and nothing to say how that risk would be managed

0-4 points
- There is not enough information to understand what the project/service is trying to do, or how it will do it
- There is something in the information given that suggests the plan is not realistic or will not work in practice

If you score 0 or 1 in this section, then we will reject your application, and treat it like an ineligible application.
2.3 Is it likely to have a significant impact, considering the funding needed?

| 5 points | • The information suggests that there will be a big impact as a result of the activity, either covering a lot of people, or making a big difference for a smaller number of people |
| 3 points | • From the information given, it looks like there will be some changes as a result of the activity, across a range of people or with particular importance for some people |
| 1 point | • There is some detail given about the kind of impact it could have |
| 0 points | • There is no information about any changes that could happen as a result of the activity |

Q3. Partnership working

(To score this, we will be looking particularly at question’s 2d and 1L, on the application form)

| 5 points | • Information shows that you have already developed partnerships with others working in the same area/with the same client group  
• There is evidence of how you will add to the work of others  
• Details given of how this fits into wider strategic plans |
| 3 points | • Information shows that you have made contact with others in the same field  
• There is some information about how your work might link into others’ work |
| 1 point | • You are aware of others working in the same area, but not actively working with them  
• No details given about how your work might fit in with others’ or with wider strategies |
| 0 points | • There is no information about others working in the field  
• The work you are doing might actually conflict with what others are doing |

Q4. Provision of Support or Resources to VCS in Calderdale

(To score this, we will be looking particularly at question 2e on the application form)

| 5 points | • Information shows that you are already delivering effective provision of support and or resources  
• There is evidence to show support and or resource is accessible and open to all |
| 3 points | • Information shows that you have the ability to provide support and or resources  
• There is some information about how your work may provide support and or resources |
| 1 point | • There is some information to show that you have thought about providing support and or resources but lacks detail or evidence |
| 0 points | • There is no information about providing support or resources to others |
Q5. Quality

(To score this, we will be looking particularly at question 2f on the application form)

| 5 points | • You have a nationally recognised quality mark for the particular kind of work that you do (e.g. Community Legal Service Quality Mark)  
• If there isn’t a nationally recognised quality mark for your specific work, then you have a nationally recognised general quality mark (e.g. PQASSO, III)  
• You regularly ask your users to evaluate your service and work on improvements |
| 3 points | • You have adopted a recognised approach to quality improvement, even if you haven’t actually got a recognised quality mark (e.g. you can show that you meet the requirements for PQASSO, even though you haven’t been through the full process) or you are working towards a nationally recognised Quality Mark and have provided a timeline.  
• You have evidence that users can feed into the development of the service to make sure it meets their needs |
| 1 point | • Internally, you have some way of checking the quality of your work, although you don’t use a recognised process. |
| 0 points | • You don’t have any particular quality assurance processes  
• There is no information given about quality or improvement work. |

Q6. Measuring what you do

(To score this, we will be looking particularly at section 3, on page 7 of the application form)

| 5 points | • Outputs that clearly relate to the service and will measure its key features (including number of people using the service/getting involved)  
• Outcome that clearly links to the aim of the project and can be measured  
• Targets that look challenging but realistic for the project/service |
| 3 points | • Outputs relate to the service and measure most of the service (including number of people using the service/getting involved)  
• Outcome identified, and can be measured  
• Targets look reasonable |
| 1 point | • Outputs identified but don’t seem to measure all of the service  
• Outcome identified but there might be problems with how it is measured  
• Targets look either too low or too high |
| 0 points | • Gaps in the way you will measure what you do: no outputs or no outcome or no targets set |
### Stage 3: Ranking against other applications received

In stage 1 and 2, each application will be judged purely on its own merits. We will just use the criteria and scoring guidelines set out here. We won’t compare one application against another.

In stage 3, we will draw up a list of all eligible applications, ranked according to the issues set out below. At this stage, you will be compared with other applications.

When we recommend funding, we will be recommending funding based on this final ranking, with organisations ranked highest at the top of the list.

We are expecting a large number of applications for this scheme. We will not be able to fund all of the eligible applications we receive. Organisations at the bottom of the list are unlikely to get any funding. Ineligible organisations will not be funded.

Assuming you are eligible, your position on the list will be based on 4 issues.

<table>
<thead>
<tr>
<th>1. Individual score from Stage 1 and 2</th>
<th>This and ‘value for money’ are the most important.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Value for money</td>
<td>We will judge value for money based on:</td>
</tr>
<tr>
<td></td>
<td>• Any matchfunding that will be secured with this specific grant (so not just your total matchfunding, but the actual money that you will be able to get from somewhere else because of this grant)</td>
</tr>
<tr>
<td></td>
<td>• How you compare to any other similar applications or similar services that we know about, either in having a low cost per client compared to others, or being able to achieve a lot of outputs for the money compared to others</td>
</tr>
<tr>
<td></td>
<td>• Any other evidence you give us to show that your service offers excellent value for money</td>
</tr>
<tr>
<td></td>
<td>• Social value added (the added social benefits of your project) (NB value for money doesn’t always mean ‘cheapest’. If you’re doing something difficult and expensive, you can still show value for money)</td>
</tr>
<tr>
<td>3. Duplicate/related applications</td>
<td>Applications that duplicate existing services are unlikely to score highly, but if they do, we will rank them lower because they duplicate something that already exists</td>
</tr>
<tr>
<td></td>
<td>If we have two or more applications wanting to do similar projects, then we will be more likely to fund the one with the highest score and best value for money</td>
</tr>
<tr>
<td>4. Budget constraints</td>
<td>Even for organisations that get a grant, we might not give 100% of what you asked for</td>
</tr>
<tr>
<td></td>
<td>We will make sure that we offer grants at a viable level. We will not make it so low you cannot deliver the service/project as planned</td>
</tr>
<tr>
<td></td>
<td>If we do not have enough money to fund your service/project at a viable level, then we will rank your application lower down the list</td>
</tr>
</tbody>
</table>
**What happens next?**

Once the assessment is complete, officers will prepare a report for Council Members.

The report will go to Council Members in December.

The Cabinet report will be available to the public, and will be published on the Council’s website.

We will send a copy of the report to all applicants prior to Cabinet meeting.

The Cabinet meeting will be open to the public.

Following the cabinet meeting all applicants will be notified of the outcome and successful applicants will meet up to agree and formalise funding agreements.

January 2018 contracts and draft grant agreements will be sent to the legal team.

1\textsuperscript{st} April 2018 Funding Commences.