



Community Engagement Small Grants Scheme

Assessment Guidance

2011-2012

Panel

The panel is a sub group of the Community Engagement Group. The panel will make recommendations based on these following assessment criteria. These recommendations will be taken to the Community Engagement Group for approval.

Panel Members Responsibilities

- Members of the award panel must declare any interest in the individual project before the project is discussed.
- Panel members must listen to the views of all panel members respectfully.
- Panel members should remember that Freedom of Information requests could be made about the Community Engagement small grants scheme process.
- Panel members should remember that all discussions held about all project bids are confidential.

The Scoring System

The scoring system has been introduced to help fund panel members to consider all applications fairly and consistently.

Panel members are asked to award a score for each category to each of the applications received. The marks from each panel member are totalled and an average applied to each project. Scores are weighted for different areas to ensure that their importance is recognised.

Each application will be scored out of a total of 80. Applications with the highest marks will be prioritised for approval.

Regardless of the overall score achieved, conditions or recommendations can be attached to successful applications.

The scoring guide below relates to the three key principles that are essential to the Community Engagement Small Grants Scheme as outlined below.

Principles

There are three key principles that are essential to the Community Engagement Small Grants Scheme as outlined below

- The project must relate to current community planning priorities. Applicants will be asked to demonstrate how their project / initiative contributes to at least one of the SOA outcomes. (link to SOA)
- The project must meet the National Standards for Community Engagement (link to national standards)
- The project must reach out into the relevant communities and aim to be as inclusive as possible. East Lothian Community Planning Partnership is strongly committed to equal opportunities. Applicants must demonstrate that they have considered how their project impacts on equalities groups. (link to relevant information re equality groups)

Scoring Guide

Principle 1 – Evidence of how the project relates to the current East Lothian community planning priorities - The Single Outcome Agreement 2009 (SOA) outcomes

Weighting = 20

How does the applicant demonstrate how their project contributes to at least one of the Single Outcome Agreement (SOA) outcomes?

1-5	No robust evidence of how project links to SOA included in application.
5-10	Limited evidence of how project links to SOA.
10-15	Reasonable evidence of how project links to SOA need
15-20	Clear evidence of how project/ initiative links to SOA : the link between planned activities and the SOA is clear

Principle 2 - The project must meet the National Standards for Community Engagement

Weighting = 20

How does the application identify how the project will meet the national standards for community engagement?

1-5	No robust evidence of how the project will meet the national standards for community engagement?
5-10	Limited evidence of how the project will meet the national standards for community engagement: Community involvement is a key aspect of developing, delivering and / or evaluating the project / intervention.
10-15	Reasonable evidence of the project will meet the national standards for community engagement?
15-20	Meeting the national standards for community engagement are a key element of the project.

Principle 3 - The project must reach out into the relevant communities and aim to be as inclusive as possible. East Lothian Community Planning Partnership is strongly committed to equal opportunities. Applicants must demonstrate that they have considered how their project impacts on equalities groups

Weighting = 20

How does the applicant demonstrate that they have considered how their project impacts on equalities groups?

1 -5	No commitment to equal opportunities identified.
5 - 10	Simple statement of commitment to equal opportunities – but no real detail provided.
10- 15	Clear commitment to equal opportunities. Some details of how equal opportunities will be taken into account when delivering the project / intervention.
15 - 20	Strong commitment to equal opportunities,. More detailed outline of how equal opportunities will be taken into account when delivering the project / intervention.

Monitoring & Evaluation

Weighting = 10

How does the applicant demonstrate that they will monitor and evaluate their project?

1-3	Little detail of how the applicant will monitor / evaluate the project / intervention.
4-7	Some plans for monitoring / evaluation in place – linked to the stated outcomes.
8-10	Clear plan for monitoring / evaluation that will help to identify the impact of the project in relation to the stated outcomes.

Added value / innovation / other factors

Applications may demonstrate some degree of added value / innovation / other plus factors that merit additional (“bonus”) points. Up to 10 additional points can be awarded (please record a very brief justification for extra points).

Scoring Sheet

Application: _____

Date: _____

Principle 1 – Evidence of how the project relates to the current East Lothian community planning priorities - The Single Outcome Agreement 2009 (SOA) outcomes	
/ 20	comment
Principle 2 - The project must meet the National Standards for Community Engagement	
/ 20	comment
Principle 3 - The project must reach out into the relevant communities and aim to be as inclusive as possible. East Lothian Community Planning Partnership is strongly committed to equal opportunities. Applicants must demonstrate that they have considered how their project impacts on equalities groups	
/ 20	comment
Monitoring & Evaluation - How does the applicant demonstrate that they will monitor and evaluate their project?	
/ 10	comment
Added value / innovation / other factors	
/ 10	comment
/ 80	TOTAL SCORE
Additional Comments if required:	