**Scoring Matrix – Capital Grant**

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| **Applicant and Application Details** |
| Applicant |  |
| District |  |
| Parish |  |
| Postcode (**group, not contact**) |  |
| Officer Assessing |  |
| Project/costs covered |  |
| Amount requested | £ |
| Level of surplus achieved in previous financial year | £ |
| Level of unrestricted reserves (request if not included) | £ |
| Is the organisation eligible for funding  | Yes/No |
| If required, does the project have planning permission? | Yes/No |
| Three key policies are in place | Yes/No (*conditional offer if No*) |

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| **A - Is it an eligible project?*** Applicants can only make one application for a Capital Grant per group of beneficiaries they support and cannot apply to Community Development Grant for the same project or activity.
* New project activities are not required.
* Organisations can apply once for up to £10,000.
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| Yes |  |
| No |  |

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| **B – Project** |
| A project is not clearly outlined. | 0 |
| A project is described but not in detail. | 2 |
| A clear and cohesive project has been detailed. | 4 |

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| **C – Need Identified** |
| No clear or limited need articulated or addressed. | 0 |
| Some need has been articulated or addressed. | 3 |
| A clearly understood need has been articulated and addressed. | 9 |

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| **D – Project Beneficiaries** |
| The applicant has provided no or limited details of what benefits the project will deliver to their community. | 0 |
| The applicant has provided a good description of what benefits the project will deliver to their community. | 3 |
| The applicant has provided a comprehensive and detailed description of what benefits the project will deliver to their community. | 9 |

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| **E – Strategic Priorities**  |
| The application and outcomes are not linked to the Council’s strategies (Communities, Wellbeing and Sports, Leisure & Physical Activity). | **0** |
| There are identifiable links between the application, its outcomes and the Council’s strategies. | 2 |
| The application and its outcomes provide detail as to how the project links to and supports the Council’s strategies. | 4 |

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| **F – Outcomes and Indicators**  |
| None or limited outcomes or indicators provided, or it is unclear how the outcomes identified will provide benefit.  | 0 |
| Outcomes and indicators are identified but they are not demonstrably Specific, Measurable, Achievable, Realistic and Timebound (SMART). | 2 |
| Outcomes and indicators are clearly identified and SMART. | 4 |

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| **G - Financial** |
| It is unclear how the funding will be used and no breakdown of costs have been provided. | **0** |
| Total figures and costs have been provided, but no breakdown. | 2 |
| Total figures and costs have been provided with a breakdown of costs. | 4 |

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| **H – Funding Package** |
| It is unclear how the project will be funded. | **0** |
| A funding package has been detailed but not fully secured. | 2 |
| The funding package has been detailed and is fully secured. | 4 |

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| **J – Additional Documentation** |
| Have accounts been provided? |  |
| If applicable, have quotes been provided? |  |
| Have any additional required documents been provided? |  |
| Officer Comments: |  |

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| **K - Quotes** |
| How many quotes have been sourced? |  |
| If not three, what is the reasoning? |  |
| Officer Comments: |  |

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| **L - Timeline** |
| Stated project start date: |  |
| Is this target evidenced and achievable (YES or **NO**) |  |
| Officer Comments: |  |

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| **TOTAL SCORE (out of 38)** |  |
| **Conclusion and Officer Comments (inc. reserves)** |  |