

# How we will assess applications

## Assessment stage 1: Is the organisation eligible to apply?

What we want to assess	Nature of assessment	How we will assess this at the selection phase	Question number(s)
Does the applying organisation meet all the essential criteria in the 'eligibility checklist'?	Yes or no question (any applications not meeting the criteria will not be shortlisted)	Review of the self-declarations made by the applying organisation through the eligibility checklist	Q3
Has the applying organisation provided the specified documents with their application?  - Governing document - Safeguarding policy and procedure	Yes or no question	Have they been supplied? (Where not supplied applications will not be shortlisted.)	Q3 Documents submitted with application
Does the Organisation have appropriate safeguarding policy/procedures in place?	Yes or no question  Safeguarding policy and procedure submitted with application and any other supporting policy.	Review against criteria specified in the guidance document.	Q3 and Safeguarding policy/procedure
Is the structure of the applying organisation eligible?	Yes or no question (any applications not meeting the criteria will not be shortlisted)	Review self-declarations made by the applying organisation  Review governing document	Q4 and Governing document
Is the amount of money requested within the funding limit?	Yes or no question (any applications not meeting the criteria will not be shortlisted)	Review of the amount requested by the applying organisation	Q1. Q16.
Will the proposed project operate within CYC local authority area, for residents of that area?	Yes or no question (any applications not meeting the criteria will not be shortlisted)	Review information submitted in application	Q2

## Assessment stage 2: Does the proposed project meet the aims of the fund?

What we want to assess	Nature of assessment	How we will assess this at the selection phase	Question number(s)
Does the proposal show that the project will focus on working with one of the Priority groups 1 or 2 as listed in Q6. For adults or CYP?	Yes or no question  (any applications not meeting the criteria will not be shortlisted)	Ticked/selected one option  <b>In the event of oversubscription, Priority Group 1 will be prioritised.</b>	Q6.
Does the application demonstrate a credible plan to engage with and respond to the specific needs of the group(s) they have selected?	Scored	The panel will provide a score based on the extent to which the application demonstrates a credible approach to engaging and responding to the specific needs of the group(s) they have selected.  If you are working with multiple groups no additional points will be awarded.	Q7.
Does the proposal show that the project will focus on one of the areas listed in Q8?	Yes or no question  (any applications not meeting the criteria will not be shortlisted)	Ticked/selected one option	Q8.

## Assessment stage 3: Assessment of the proposals

What we want to assess	Nature of assessment	How we will assess this at the selection phase	Question number
Is the proposal deliverable?	Scored	The panel will provide a score based on the extent to which they believe the submitted information demonstrates that the proposals are credible, realistic and achievable.	Q5. Q9. Q10. Q11. Q12. Q13. Q16. Q17.
Will the expected outcomes of the proposal help to achieve the funds aims?	Scored	The panel will provide a score based on the extent to which they believe the submitted information demonstrates the proposal will be effective in addressing the funds aims.	Q8. Q9. Q11.
Is there a clear plan for how individuals will benefit beyond the life span of the funding?	Scored	The panel will provide a score based on the extent to which they believe the submitted information demonstrates planning around what the next steps would be for the project's beneficiaries following the end of their support or the end of the funding period.	Q14.
Is the proposed project accessible and inclusive in a manner that's relevant for the project?	Scored	The panel will provide a score based on the extent to which they believe the submitted information demonstrates the project will be inclusive and accessible.	Q15.

## Decision making

Applications will be assessed by a panel against the criteria set out in the Guidance Document, using the approach outlined above.

Successful applications will be those that:

- 1) Meet all the eligibility criteria (assessment stage 1 of this document)
- 2) Meet the aims of the fund (assessment stage 2 of this document)
- 3) Are scored the highest by the panel

## Contact Us

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