



East Northamptonshire Council

East Northamptonshire Community Facilities Fund Round 7

Application Form scoring criteria

Criteria:

Evidence of need	Deliverability	Meets our outcomes
Consultation with users	Planning consent granted if required	Access to all sections of community
Support of organisation to proceed (ratified by organisation)	Adequate tenure – minimum 25 years	Increase in active recreation
Meets local plans	Evidence it will be primarily used in East Northamptonshire	A good quality of life – prosperous, sustainable, clean, healthy, safe.
Capital project	Action plan appropriate to the type of project	
	Robust financial procedures	

An application will need to score more than 20 points to be considered.

1. What is the purpose of your organisation as outlined in your constitution?
<p>Comprehensive explanation and very clear in terms of purpose = 3 Purpose explained clearly = 2 Purpose of organisation need clarity = 1 Poor answer = 0</p> <p>Purpose works or is it clear enough to gain the right explanation. We want the aims / objectives/ outcomes/ services provided/ their target audience. Do we bullet point it in the guide notes?</p>

2. Please describe your organisations management committee, including how many people sit on your management committee or governing body?
<p>Comprehensive explanation and very clear in terms of management of organisation = 3 Purpose explained clearly = 2 Requires clarity = 1 Poor answer = 0</p> <p>We want to see who are the members / frequency of meetings/ how it is run</p>

When was your organisation established?	DD	MM	YYYY
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Is it a registered charity?	Yes	No
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Charity Number (if applicable)	
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If the above 3 boxes are not completed = Reject

3. What is the status of your organisation?			
Voluntary /Community group	Parish / Town Council	School (if facility is open for community use)	Church (if facility is open for community use)

What is your VAT status?	VAT registered	Not VAT registered
What is your VAT registration number?		

If the above boxes are not completed = Reject

Organisation's finances

Please provide a summary from your most recent accounts

If the any of the boxes within this section are not completed = Reject

Account year ending	DD	MM	YYYY
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Total income for year (A)	£	
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Total expenditure for the year (B)	£	
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Surplus or deficit at the year end (A-B)	£	
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Total savings or reserves at the year end	£	
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Have your accounts been independently audited?	Yes		No	
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How many cheque signatories do you have?	
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Please give their names and positions

4. Please set out your organisation's arrangements for financial management and governance.

Very comprehensive and clear arrangements = 3
Clear arrangements in place = 2
Some arrangements = 1
No arrangements in place or poor arrangements = 0

Who deals with it / position of treasurer/ who audited by / how they manage it

If any members of your committee are related to each other and / or cheque signatories are related please explain below and your policies to ensure financial probity.

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Project outline

5. What is the title of your project?	
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6. Please give a description of your project.	<p>Very clear and understandable description of project = 3 Clear description = 2 Some more clarity needed on project = 1 Very poor answer = 0</p> <p>Objectives/ outcomes / location / timescale/ brief description of beneficiaries how / when / why/who/where</p>
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Project location (if different from above)	
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What geographic location will the project serve?	
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Is your facility open to the public?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If no = reject

7. Please explain how many people will benefit from your project, indicating in the boxes below approximately how many people of the different age groups are likely to benefit over the next five years.				
<p>Clearly explained, evidenced and significant numbers to be benefitted = 3 Evidenced and evidenced but limited numbers benefitted= 2 Explained but no evidence and / or limited numbers = 1 Very poor answer = 0</p> <p>We want it based on evidence from consultation / use of facility / looked at census / population figures/ done research and then worked it out on a yearly basis from project start</p>				
Young children (0-9 years)	Children (10-18 years)	Adults (18-64 years)	Older adults (65+years)	

8. Please refer to East Northamptonshire's Healthy and Active Lifestyles and indicate where your project will contribute to the strategy: https://www.east-northamptonshire.gov.uk/activestrategy	<p>Very clear and understandable contribution to the strategy = 3 Clear contribution = 2 Some more contribution required = 1 Very poor answer = 0</p> <p>Objectives/ outcomes / location / timescale/ brief description of beneficiaries how / when / why/who/where</p>
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9. What evidence do you have that this project is needed in your community? Please provide evidence that this project has support of your organisation. (Attach signed Minutes)

Clearly explained, evidenced and substantial support from community = 3
 Clearly explained, evidenced and some evidence of community engagement = 2
 Some evidence = 1
 No evidence = 0

Minutes / evidence of consultation / letters of support / photographs of existing /

10. How does this project link to any other projects in your community?

Comprehensive answer showing evidence of research and effort made to link to other projects = 3
 Some information on links and evidence of consideration = 2
 Limited information provided or research = 1
 No information provided / poor answer = 0

Consulted and engaged with users / potential users / some research of other facilities in the locality / not just local but national context

11. Please detail how you will promote and publicise the project over the next 5 years.

Clearly explained and thought about marketing activities= 3
 Some consideration = 2
 Limited consideration = 1
 No plan in place = 0

All types of media avenues – paper / flyers / social media / websites especially targeted at the user groups age

12. How will your project continue to involve as wide an audience as possible?

Clearly explained and thought about audiences and how to engage= 3
 Some consideration = 2
 Limited consideration = 1
 No plan in place = 0

Using all forms of media / feedback from users / looking at how they can evolve

Does your organisation own the freehold of the land or building? Yes No

Or hold a lease of at least 5 years that cannot be ended by the landlord? Yes No

Is planning consent required for your project? Yes No

If Yes, please provide planning application reference

If the above 4 boxes are not completed = Reject

13. Project costs

Please detail all costs associated with your project indicating whether they are Capital or Revenue. Please then show in column D which items you are asking to be funded from CFF.

A Item	B Total cost (£)	C Capital or Revenue	D Amount requested from CFF (£)
Total	£		

Please email your application to communitydevelopment@east-northamptonshire.gov.uk by 5pm on Friday 14th June 2019.

If you have any questions please call Lucy Hawes on 01832 742268 or to someone else in the Community Development Team.