



URGENT DELEGATED DECISION

Date: 8 April 2020

Request to the Head of Paid Service to exercise delegated authority as per Responsibility of Functions in Part IV, page 28 of the Constitution.

“to determine any matter within the referred or delegated powers and duties of a committee / sub committee / board / working which is so urgent that a decision must be made before the next meeting of that committee / sub-committee / board / working group is due to be held.”

Limits on delegation: -

- Before making a decision using this delegated power, The Head of Paid Service shall consult with and take cognisance of the views of the Chairman (or in his absence the VC) of the relevant Committee / Sub-Committee etc; and
- Any decision taken by the Head of Paid Service under this delegated power shall be reported to Members within five working days of the decision taken.

Usual Decision Maker: -

This decision would have been taken by the Prosperous Communities Committee but all Committee Meetings have been suspended due to the COVID-19 situation.

Call-in does not apply.

Background

The council currently delivers a Community Grants Programme to support positive outcomes in local communities in line with our Corporate Plan Priorities. Delivery of our community funding work also focuses on trying to achieve the best possible match funding into the district.

The delivery of a Community Grants Programme allows the council to respond to the identified needs of our communities. These needs can change over time or in this instance as a result of the on-going Coronavirus pandemic.

Changes to our Community Grants Programme at this time will ensure we are best supporting the priority needs amongst voluntary & community sector organisations, charities, social enterprises and parish/town councils.

Reason for Urgency and Rationale for use of urgent Delegated Decision

In light of the current COVID 19 situation, an urgent decision is required in order to provide a vital life line to community organisations who are supporting our vulnerable residents and taking on increased demand from council referrals.

Decision

To suspend existing community grant schemes and provide the COVID-19 Community Fund. The same scoring and assessment process will be used as established for the Match Funding Grant, however this will be completed by a minimum of 2 officers within the Enterprising Communities Service and in consultation with a Ward Member for where the project/service will be delivered.

Financial Detail and Implications FIN/4/21/SL

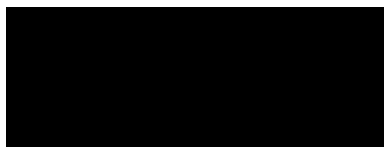
The council currently delivers a Community Grants Programme, which was approved by Prosperous Communities Committee on 30th January 2018 (FIN/135/18).

Corporate Policy and Resources committee approved a budget of £450k over 5 years, £90k pa from 2018/19 to 2022/23, for match funding grants on 6th February 2018 (FIN/147/18).

The 2020/21 available budget is made up of:

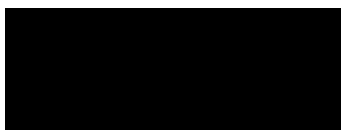
	£
2018/19 budget remaining	45,472.45
2019/20 budget remaining	8,746.28
2020/21 budget	90,000.00
2020/21 available budget	144,218.73

Option 1 (preferred option) detailed within the report proposes that existing schemes are closed and £100k of the 20/21 budget be allocated to a COVID-19 Community Fund until the pandemic has ended.



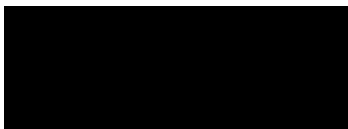
Ian Knowles
Head of Paid Service

As the Leader of the Council I have been fully consulted on this matter



.....
Leader of the Council

As the Chairman of the Prosperous Communities Committee I have been fully consulted on this matter



.....
Chairman of the Prosperous Communities Committee

As the Leader of the Opposition I have been fully consulted on this matter



.....
Leader of the Opposition

Date all Members were notified of the decision 9 April 2020



**Prosperous Communities
Committee**

Subject: COVID-19 Community Fund

Report by:	Chief Executive
Contact Officer:	Grant White Enterprising Communities Manager grant.white@west-lindsey.gov.uk
Purpose / Summary:	To implement temporary closure of community grant schemes and launch a COVID-19 Community Fund.

RECOMMENDATION(S):

1. Approve Option 1 in this report to suspend existing community grant schemes and provide the COVID-19 Community Fund.

IMPLICATIONS

Legal:

Grant funding agreements approved by Legal Services. Funding scheme complies with necessary legal regulations and same requirements are placed on projects and organisations funded.

(N.B.) Where there are legal implications the report MUST be seen by the MO

Financial :

The council currently delivers a Community Grants Programme, which was approved by Prosperous Communities Committee on 30th January 2018 (FIN/135/18).

Corporate Policy and Resources committee approved a budget of £450k over 5 years, £90k pa from 2018/19 to 2022/23, for match funding grants on 6th February 2018 (FIN/147/18).

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FIN REF: FIN/4/21/SL

(N.B.) All committee reports MUST have a Fin Ref

Staffing :

Any proposed grant schemes will continue to be delivered by the Councils existing Enterprising Communities Service.

(N.B.) Where there are staffing implications the report MUST have a HR Ref

Equality and Diversity including Human Rights :

Not applicable

Data Protection Implications :

Community Grants Programme uses existing processes and follows all relevant council policies for the protection of personal and organisations data recorded.

Climate Related Risks and Opportunities :

Not applicable

Section 17 Crime and Disorder Considerations :

Not applicable

Health Implications:

Delivery of recommended funding option will directly impact on health of vulnerable residents as detailed in the report. More details about how each project/service funding will benefit residents health will be captured as part of the application process.

Title and Location of any Background Papers used in the preparation of this report:

None

Risk Assessment :

Not applicable

Call in and Urgency:**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

X

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

X

No

1. Introduction

- 1.1 The council currently delivers a Community Grants Programme which was approved by Prosperous Communities Committee on 30th January 2018. It is a 5 year programme consisting of:

Councillor Initiative Fund

Total allocation £144,000 over 5 years

Total spent: £32,440.38*

Total remaining: £111,559.62

*Includes some grants currently being processed and due for payment over the next 2 weeks.

Match Funding Grant

Total allocation: £450,000 over 5 years

Annual budget: £90,000

Total spent: £125,781.27*

Total remaining: £324,218.73

20/21 remaining: £144,218.73

*Includes 4 grants currently being assessed with recommendation to the grants panel to approve.

- 1.2 The purpose of the Community Grants Programme is to support positive outcomes in local communities in line with our Corporate Plan Priorities. Delivery of our community funding work also focuses on trying to achieve the best possible match funding into the district.
- 1.3 The delivery of a Community Grants Programme allows the council to respond to the identified needs of our communities. These needs can change over time or in this instance as a result of the on-going Coronavirus pandemic.
- 1.4 Changes to our Community Grants Programme at this time will ensure we are best supporting the priority needs amongst voluntary & community sector organisations, charities, social enterprises and parish/town councils.
- 1.5 This report details 3 options with a recommended option for changes to you Community Grants Programme.

2. Community Need

- 2.1 In response to the Coronavirus pandemic community groups, charities and parish councils across West Lindsey have risen to the challenge of supporting our vulnerable residents. They are actively engaged in support activities and providing a front-line response to people in need.

- 2.2 Community organisations have been helping with food deliveries, collecting medicines, providing transport and other wellbeing type services. Through the Lincolnshire Resilience Forum and the WLDC Community Hub these organisations are now having individuals referred to them who need support.
- 2.3 The demand on community organisations has already increased dramatically as a result of Government advice to social distance and self-isolate. This demand will continue to increase as more vulnerable people contact them for support or are referred to them from LCC, WLDC or the Wellbeing Service.
- 2.4 A number of community organisations have already contacted the council warning of financial pressures and challenges in responding to the demand. Many of these organisations do not have sufficient reserves or cash flow to effectively respond to growing demand.
- 2.5 Financial costs community organisations are incurring are varied but include items such as food, supplies, equipment, PPE, transport, expenses and training.
- 2.6 County wide partners involved with supporting the voluntary and community sector are developing a survey to better understand the needs of community organisations. However this may be some time before it is launched and can provide quality results.

3. Funding Landscape

- 3.1 The pace at which national funding has been launched to support community and voluntary sector has been much slower than financial support for business. There have been no significant funding announcements from the Government at this time to directly support the VCS.
- 3.2 A range of national funders such as the National Lottery Community Fund have released statements stating they are exploring funding support options for the VCS but as yet these are still limited and lack front line delivery of grants. In all cases it is a re-appropriation of existing funding rather than announcing new funds specifically to support VCS organisations during the pandemic.
- 3.3 As national funding support is confirmed and launched it will still take significant time for it to be delivered and reach community organisations. In particular organisations in our district may be disadvantaged due to their smaller sizes and lack of capacity to bid into competitive national grant schemes.
- 3.4 The provision of grant funding support from the council at this time will provide a vital life line to community organisations who are supporting our vulnerable residents and taking on increased demand from council referrals.

4. Funding Options

4.1 There are 2 options to be considered:

OPTION 1: (PREFERRED OPTION)

Close existing schemes and provide COVID-19 Community Fund until the pandemic has ended

Total funding commitment:

£100,000 for 2020/21 financial year re-allocated from Match Funding Grant budget.

This option would see our existing community grant schemes closed until the pandemic has ended including the Councillor Initiative Fund and the Match Funding Grant. At this time of unprecedented community need we must ensure our grant funding is delivered in the most effective way to organisations most in need.

Continuing to deliver the Councillor Initiative Fund at this time would mean 36 Councillors can continue to make individual awards to projects for any community benefit purpose. After the pandemic there will be a need for community recovery and the Councillor Initiative Fund at that time will be ideally placed to support that. Closing this scheme has the following benefits:

- Reduce demand on staff capacity
- Ensure funding is awarded to groups most in need only
- Pauses funding projects that are not critical during the pandemic
- Secures the funding to support the recovery of communities after the pandemic

Cllr Initiative Fund awards already confirmed prior to this report being approved will continue to be delivered and paid. Members can continue to submit award requests and these will be held on file until after the pandemic or a time when it is agreed to begin running this scheme again. When the scheme begins running again officers will contact Members with awards in waiting to confirm if they still wish to proceed with them.

The Match Funding Grant will be amended during the 2020/21 financial year to become the COVID-19 Community Fund and launched immediately upon approval of this report.

This new fund will directly support community organisations supporting vulnerable residents in West Lindsey. It will provide a vital funding life line at speed to keep pace with the evolving pandemic challenges.

The COVID-19 Community Fund will operate using the exiting processes and mechanisms already in place for the Match Funding Grant which has been successfully delivered since 2015.

The full criteria and focus of the fund is contained within the Guidance Notes. The highlight elements are:

- Grants paid appropriately according to the urgency and amount being awarded with robust assessment;
- Constituted organisations, parish/town councils, charities, social enterprises, faith based organisations eligible;
- Simple and quick application process and fast decision making/payment;
- Will consider repeat applications where the need is evidenced subject to funds available;
- Ensure appropriate distribution of funding to all areas of the district.

The same scoring and assessment process will be used as established for the Match Funding Grant, however this will be completed by a minimum of 2 officers within the Enterprising Communities Service and in consultation with a ward member for where the project/service will be delivered. This is to ensure decisions can be made promptly and respond to urgent need. The same scoring process will be used along with telephone/video interviews for all applicants.

We will continue to obtain feedback on funding needs through contact with organisations and any issues identified through the WLDC Community Hub.

APPENDIX 1 – COVID-19 Community Fund Guidance Notes

APPENDIX 2 – COVID-19 Community Fund Application Form

APPENDIX 3 – COVID-19 Community Fund Phase A Initial Checklist

APPENDIX 4 – COVID-19 Community Fund Phase B Scoring

Advantages to this option:

1. Provides immediate response to community organisations responding to Coronavirus pandemic with financial support
2. Safeguards Cllr Initiative Fund for a future recovery role
3. Funding life line for organisations facing financial difficulties
4. Supports the delivery of Corporate Plan Priorities
5. Keep community organisations/responses operating
6. Support more volunteer action to take place
7. Support the cash flow of community organisations
8. Enables closer working with community organisations
9. Shows voluntary & community sector leadership

Disadvantages to this option:

1. Community projects outside the category of COVID-19 response won't be funded by the council for a period of time

2. Less match funding being secured into the district for a period of time

4.1 **OPTION 2:** **Continue delivering community grants programme with no changes**

Total funding commitment:

All existing agreed budgets would continue to be delivered.

This option would see us continue to deliver the Councillor Initiative Fund and Match Funding Grant to agreed budgets. Both schemes could be accessed by community organisations to support their response to the Coronavirus pandemic however there may be significant limitations.

Both grant schemes would continue to be delivered under agreed guidance and processes.

Advantages to this option:

1. Continue to fund all community projects not just COVID-19 related work
2. Cllrs can continue to make individual awards
3. Continue to try and secure match funding into the district

Disadvantages to this option:

1. Cllrs may begin making awards to projects not registered with LRF or contradicting an agreed area response
2. On-going administration management of Cllr Initiative Fund
3. Funding not directed to where the greatest community needs are currently
4. Reputational challenge on funding more generic projects during the pandemic (e.g. providing a grant for team sports equipment over providing a grant to support vulnerable residents)
5. Does not address the current funding challenges organisations are facing whilst responding to increased demand from vulnerable residents
6. Our match funding criteria make it extremely difficult to award Match Funding to projects that cannot secure match funding at this time

5. Reporting and Monitoring

- 5.1 Regular reporting on grants awarded will be shared with Management Team and the councils Community Hub officer group. Regular updates will be shared with Members as appropriate and promoted through our Communications Team.

- 5.2 When the pandemic has ended a full impact report will be prepared to evidence all the funding activity, report successes and highlight learning.

6. Recommendations

- 6.1 Approve Option 1 in this report to suspend existing community grant schemes and deliver the COVID-19 Community Fund.

West Lindsey
Community Grants



COVID-19 Community Fund

Guidance Notes



1. Introduction

A £100,000 West Lindsey COVID-19 Community Fund has been created to help communities as they respond to exceptional challenges over the coming months. We want to support local charities and community organisations that are delivering essential services to vulnerable residents impacted by COVID-19.

Charities and voluntary groups operating in West Lindsey can apply for a grant of between £250 and £5,000 to deliver projects or services.

In these guidance notes you will find details of the criteria and eligibility for this fund. Take time to read these guidance notes carefully and contact us if you have any queries or need assistance applying.

2. Contact details

You can contact us via e-mail. We will then arrange a suitable time to discuss your application.

E-mail: funding@west-lindsey.gov.uk

3. How to apply

You can download an application form from our website.

Visit: www.west-lindsey.gov.uk/funding

We will review your application as quickly as possible and contact you with any queries we have to confirm a decision.

Submit completed application forms by e-mail.

E-mail: funding@west-lindsey.gov.uk

4. Closing Dates for this scheme

This scheme is open to applications until 31 March 2021. It may close sooner if all funds are awarded or to respond to new COVID-19 development.



5. Grant amount available

The **maximum** grant available is: **£5,000**

The **minimum** grant available is **£250**

We can fund up to **100% of the total project costs**

6. Criteria for this scheme

Core Criteria

- Your project/service must be directly helping vulnerable people affected by the effects of COVID-19, such as by providing access to food, toiletries, necessities, as well as projects to help vulnerable people in isolation.
- Your organisation **MUST** be registered with the Lincolnshire Resilience Forum
- Projects/services that are already set up and helping vulnerable people now will be prioritised
- All grants will be a one-off investment with no on-going funding support
- Your project/service must not contravene any of our core council policies and procedures
- The project/service must be delivered to residents within West Lindsey

Organisational Requirements

Any organisation receiving a COVID-19 Community Fund grant must have the following:

- Constitution or similar governing document (excluding Parish/Town Councils)
- Bank account in the same name as the organisation
- Any additional supporting documents requested by us prior to making an offer
- Relevant policies/safeguards required to work with young/vulnerable people

Freedom of Information Act

All grants that we make are subject to the Freedom of Information Act 2000 and any subsequent amendments. Therefore any information regarding a grant we award may be provided to any individuals or organisations requesting information under the requirement of this Act.



7. What this grant can be spent on

The grant must be used to deliver a project/service that supports vulnerable people in West Lindsey impacted by COVID-19.

We will consider projects/services that fall into one or more of the following categories:

- ✓ **Access to food** (e.g. help with food shopping, food delivery etc.)
- ✓ **Access to medicine** (e.g. help with collecting and delivering prescriptions and medicines from supermarkets and pharmacies)
- ✓ **Dog walking** (e.g. to help with the cost of running dog walking schemes such as phone calls)
- ✓ **Social wellbeing** (e.g. befriending, buddy schemes, friendly chat via phone)
- ✓ **Emotional and mental health wellbeing**
- ✓ **Physical wellbeing** (e.g. help to stay mobile and active, advice about health)
- ✓ **Transport** (e.g. help for essential travel)
- ✓ **Other projects/services** not listed above that support vulnerable people impacted by COVID-19 may also be considered for funding

8. What this grant CANNOT be spent on

- ✗ Anything illegal
- ✗ Support to lobbying or campaign groups
- ✗ Anything that will bring the Council into disrepute
- ✗ Anything party political, including supporting political organisations
- ✗ Anything contrary to the Council's financial regulations or Council policies
- ✗ Match funding against other West Lindsey District Council funding or grants
- ✗ Anything that an organisation/local authority has a statutory obligation to deliver
- ✗ Projects based/operating outside of West Lindsey unless they provide significant benefit to communities within West Lindsey

The above are examples and are not an exhaustive list of what the grant cannot cover.



9. Eligible organisations

The following organisations can apply to this scheme:

- ✓ Registered charities
- ✓ Parish Councils
- ✓ Social Enterprises (e.g. CIC's)
- ✓ Faith or Belief groups/organisation*
- ✓ Constituted community groups
- ✓ Town Councils
- ✓ Local Authorities/Public Sector

* Projects delivered by these organisations must be for the wider community benefit and not to support or promote any faith or religion.

10. How we make funding decisions

We will check your completed application against our eligibility criteria and review your request using the following process:

Phase A – Initial Checklist

We check eligibility and that the application form has been completed correctly

Phase B – Scoring

We score your application against our set funding criteria for this grant scheme

Confirm Decision

Our officers will contact you with the final decision. If awarded funding we will provide further details to draw down the grant. If we decide not to offer funding we will explain why and help direct to other funding sources where possible. We may offer less than you applied for if we are experiencing high demand.

11. Updates to these Guidance Notes

These Guidance Notes were adopted on 1 April 2020. They will expire or be replaced with a new version on 31 March 2021 unless replaced sooner.

Updated versions of Guidance Notes will not apply to grants already made. The document in use at the time of a grant being made will continue to be used.

END OF GUIDANCE NOTES



Register your group with the Lincolnshire Resilience Forum

The Lincolnshire Resilience Forum is maintaining a database of all activities being delivered by community groups, charities and councils to support people. This information is used by our West Lindsey Community Hub to direct calls for help to the most appropriate local group.

If you are delivering any activity in your community to support people during the pandemic please register this with the Lincolnshire Resilience Forum. Please send details of what support you are or can provide including area of operation and how we can contact you. **We cannot pass tasks on to any group which hasn't registered.**

E-mail: CEC_CVC@lincoln.fire-uk.org

Support for your project and funding

The following organisations and sources of information can help you find funding and provide advice on delivering your project.



Provide advice and support for village halls and community buildings. Deliver a wide range of services to support rural community action and development.

Telephone: 01529 302466

Website: www.communitylincs.com



Run volunteer centres helping to recruit and train volunteers for a range of organisations. Provide advice and support to voluntary groups and charities on governance, management and funding.

Telephone: 01427 613470

Website: www.voluntarycentreservices.org.uk



Free online grant funding search tool. Use to search thousands of grant schemes for all types of community projects.

Website: www.lincolnshire.gov.uk/fundingportal

**West Lindsey
Community Grants**



COVID-19 Community Fund Application Form

Organisation applying:

Our Reference:



Closing Date for Applications

This scheme is open to applications until 31 March 2021 and they will be reviewed as soon as possible.

Completed application forms should be returned by e-mail.

E-mail: funding@west-lindsey.gov.uk

Checklist for Supporting Information

Groups that have received a grant from us within the last 2 years:

- You do not need to submit a copy of your constitution unless it has changed since we last awarded you a grant
- You do not need to submit a bank statement unless your bank details have changed since we last awarded you a grant

Groups that have NOT received a grant from us within the last 2 years:

- The following documents should be submitted with your completed application form. Please tick below to confirm you have included them.

Tick ✓	Supporting documents you MUST send with this form:
	Copy of your organisations constitution or similar governing document <i>(not required for Town or Parish Councils)</i>
	Copy of your organisations bank statement – from within the last 3 months <i>(a print out from online banking can be used)</i>

Contact Details

Our Guidance Notes for this scheme contain further detailed information and advice. You can view them on our website: www.west-lindsey.gov.uk/funding

You can contact us via e-mail.

E-mail: funding@west-lindsey.gov.uk



1. Your Organisation

You will find useful guidance in this side bar throughout this form.

The name of your organisation should be the full name as stated on your constitution or similar governing document.

Include a registration or VAT number if you have one.

Please include your full address including postcode.

Name of Organisation:

Registration Number:

VAT Number:

Main activity of your organisation:

Postal Address including postcode:

Address where your organisation is based (if different to above):

Website address or social media page:

Your full name:

Position in organisation:

Daytime telephone number:

Mobile telephone number:

E-mail address:

Alternative contact name:

Position in organisation:

Daytime telephone number:

Mobile telephone number:

Please provide full contact details for yourself and another person we can contact in your organisation.



2. Your Project/Service

Please describe your project/service:

Provide a description that explains what you are currently or planning to deliver to support vulnerable people impacted by COVID-19.

Explain what activities or services you will provide and how this will respond to needs in your community.

Please provide a realistic start date if you haven't started already.

Have you already started delivering this project/service?

☐

Yes

☐

No

If No when do you plan to start?

People who benefit should be vulnerable residents in West Lindsey impacted by COVID-19.

Tick all that apply.

Who will benefit from this project/service?

☐

At risk group

☐

Other health issues

☐

Mobility issues

☐

Families

☐

Young people

☐

Older people



Please see our
Guidance Notes
for examples for
each category.

Tick all that apply.

How will this project/service help vulnerable residents?

☐

Access to food

☐

Access to medicine

☐

Dog walking

☐

Social wellbeing

☐

Physical wellbeing

☐

Transport

☐

Emotional & mental health wellbeing

Other:

Which parishes will be covered by your project/service?

Please list all the
parishes that your
project/service
will cover in West
Lindsey.

How many volunteers are helping deliver your project/service?

Do all the volunteers have a DBS check?

☐

Yes

☐

No

Have you registered your group with the Lincolnshire Resilience Forum?

☐

Yes

☐

No

The Lincolnshire Resilience Forum is maintaining a database of all activities being delivered by community groups, charities and councils to support people. This information is used by our West Lindsey Community Hub to direct calls for help to the most appropriate local group.

If you are delivering any activity in your community to support people during the pandemic please register this with the Lincolnshire Resilience Forum. Please send details of what support you are or can provide including area of operation and how we can contact you. **We cannot pass tasks on to any group which hasn't registered.**

E-mail: CEC_CVC@lincoln.fire-uk.org



3. Project/Service Funding

Revenue can include the cost of recruiting, training and supporting volunteers to deliver essential services.

Tick all that apply.

How much Revenue funding are you requesting?

What is the Revenue funding for?

☐

Food

☐

Telephone/internet

☐

Transport

☐

Utilities/rent

☐

Volunteers

☐

Not applicable

Other:

Revenue can include the cost of equipment needed to support the delivery of the project/service.

Please provide details of items you intend to buy.

How much Capital funding are you requesting?

What Capital items do you intend to buy?

Please provide details of any other grants you have secured or intend to apply for.

Provide details of any other fundraising or donations.

What other grants/funding is being used or applied for?



4. Additional Information

Use the space below to provide any additional information in support of your project/service:

5. Declaration for Organisation

Please tick and sign to confirm you understand and agree to the declarations:

☐

"I confirm that the details I have entered on this application form are true and correct to the best of my knowledge and that providing false or in-correct information may impact on the decision to offer funding"

☐

"I confirm my organisation has registered the project/service we are providing to residents with the Lincolnshire Resilience Forum"

You can view the Grant Funding Agreement for this scheme online at:

www.west-lindsey.gov.uk/funding

Please sign and date this application to confirm you have read and agree to the declaration.

Signature:

Date:

Full Name:

Position within organisation:

If you are completing this form electronically you DO NOT have to sign this form, just ensure you have entered your e-mail address on the contact details page.

Phase A - Initial Checklist

Reference Number	
Applicant Name	
Project Title	
Grant Requested	

Yes	No	N/A	Project
			1. The project is within West Lindsey
			2. The project is for eligible costs from this grant scheme
			3. The organisation is eligible to apply to this grant scheme
			4. The project meets one or more Priority Corporate Themes
			5. The total grant requested is within this grant schemes range
			6. The applicant has clearly identified any sources of other funding
			7. The applicant has explained why this grant is needed

Yes	No	N/A	Application Form
			8. Project costs are realistic and calculates correctly
			9. Project funding is realistic and calculates correctly
			10. Information in the application form is clear and understandable
			11. The application form has been fully completed, signed and dated

Approved		Declined	
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Name		Position	
Date		Signature	

Notes



Phase B – Scoring

Reference Number	
Applicant Name	
Project Title	
Grant Requested	

Scoring

- 1 – Does not meet criteria 2 – Poor ability to meet criteria 3 – Satisfactory ability to meet criteria
4 – Good ability to meet criteria 5 – Could do no more

Criteria 1 Corporate Plan Priorities	Criteria 2 Community Benefit
The applicant has demonstrated how the project will directly support or enhance one or more of our Corporate Plan Priorities	The applicant has demonstrated how the project will benefit a community in West Lindsey and that specific outcomes will be achieved
Recommended Score	Recommended Score

Criteria 3 Costs and Value	Criteria 4 Funding & In-Kind Support
The applicant has demonstrated the project costs are reasonable and will offer good value for money	The applicant has demonstrated external funding that would be secured or in-kind support such as volunteering
Recommended Score	Recommended Score

Criteria 5 Deliverability	Criteria 6 Local Priorities
The applicant should be able to begin delivering this project within agreed timescales	Discretionary score based on local knowledge or known priority needs for the project (e.g. identified through LRF or Community Hub)
Recommended Score	Recommended Score

Total Score		Approve		Decline	
Approved Pass Mark 20 out of 30 (66%)					

No.	Officer Scoring	Position	Date
1			
2			
3			



Officer Comments