

**The Prospectus Grant-Making process:
Assessment Framework for Third Sector Appraisal and Assessment Panels: Small Grants**

<p>MARKING SCHEME:</p> <p>Little or no evidence: Zero marks</p> <p>Some evidence: Up to 33% of available marks</p> <p>Satisfactory evidence: Up to 66% of available marks</p> <p>Strong evidence: Up to 100% of available marks</p>	<p>APPLICANT ORGANISATION:</p>
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1. Technical Requirements (One or more 'No' marks could lead to complete failure at this point).	Score
Safeguarding of vulnerable adults and children will be assured.	Yes / No
Public Liability arrangements will be in place when required.	Yes / No
The applying organisation is or will be governed and managed appropriately.	Yes / No
Evidence that all technical requirements are satisfied – Total	= /3

2. Good Management (Up to three marks for each line)	Score
There will be: Quality assurance, for instance by having a Quality Standard Award	Max 3 pts
There will be: A complaints procedure	Max 3 pts
There will be: Commitment to equality in service provision	Max 3 pts
There will be: Provision of appropriate training to paid staff, volunteers and trustees of organisation	Max 3 pts
Governance Total	= /12

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3. Priorities (Up to 5 points)		Score
	The application clearly fits with the commissioner's objectives and one or more priorities and outcomes set out in sections 2.1 and 2.2 of the Prospectus.	Max 5 pts
Priorities Total		= /5

4. Improvement, development or innovation (Up to 3 points for each line)		
	The application concerns an existing service and is likely to lead to service improvement that can be evaluated and/or measured. and/or	Max 3 pts
	The application concerns a new service or innovation. It provides evidences that a gap exists and if the proposal is successful it is likely to be effective. and/or	Max 3 pts
	The application concerns a clearly identifiable area for improvement. e.g. a new handy man service, or delivering a service that will meet the commissioners priorities for modernisation.	Max 3 pts
Improvement Total		= /9

5. Sustainability (Up to 3 points)		Score
	All grants are time limited. Alternative or supplementary sources of funding are available or will be sought to make the service sustainable in the longer term.	Max 3 pts =
Priorities Total		= /3

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6. Partnership (Up to 6 marks for line A and up to 3 marks for line B)		Score
A	The application makes it clear that the proposed service will be “driven” by its users, or the organisation is or will be customer focused (e.g. the organisation seeks and uses consultation with its service users regularly such as satisfaction surveys or feedback processes).	Max 6 pts
B	The application shows that the organisation works in partnership with other agencies and organisations; duplication is minimised; service users or communities can receive the services they need.	Max 3 pts
PartnershipTotal		= /9

7. Performance Management (Up to 15 points)		Score
	The application shows a realistic and credible approach to the required outcomes and has a means of ensuring and demonstrating that these will be delivered during and after service or project.	Max 15 or 30 points
Performance Management		= /15

8. Funding and Value for Money (Up to 1 point for lines A and B, Up to 2 points for line C)		Score
A	The bid explains clearly what the funding will be used for.	Max 1 pt
B	The bid clearly shows the numbers of people likely to benefit from the service	Max 1 pt
C	Application shows a concern to obtain good value for money .	Max 2 pts
Funding and Value for Money		= /4

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9. Summary	Total Score
Comments	Max 60 points =

Total score for this application = _____ out of a maximum of 60 points.

The commissioning threshold or cut-off point is at _____ points or below.

The preference order of ranking in its sector is _____ out of _____ bids.

Signed by Scorer /Panel Chair _____ Dated / / .