

COMMUNITY SUPPORT FUND 2023-2024 APPLICATION ASSESSMENT

APPLICANT NAME: _____

PROJECT TITLE: _____

APPLICATION REFERENCE NO.: _____

STAGE	RESULT	OFFICER (Name and role)	DATE
COMPLETENESS (YES/NO)*			
APPLICANT ELIGIBILITY (ELIGIBLE/INELIGIBLE)			
FINANCIAL ELIGIBILITY (ELIGIBLE/INELIGIBLE/NA)			
PROJECT APPRAISAL (FUND/ADD TO WAITING LIST/REJECT/NA)			
ASSESSMENT REVIEW (REVIEWED/NA)			
GRANT APPROVAL (APPROVED/NOT APPROVED/NA)			

*If the result of the Completeness stage is NO, then the result of the Applicant Eligibility stage **must be** INELIGIBLE and the result of the Grant Approval stage **must be** NOT APPROVED. The results of the rest of the stages will be NA.

COMMUNITY SUPPORT FUND 2023-2024 ELIGIBILITY ASSESSMENT CHECKLIST

APPLICANT NAME: _____

PROJECT TITLE: _____

APPLICATION REFERENCE NO.: _____

CRITERIA	EVIDENCE	ASSESSMENT	NOTES
The applicant is formally constituted as a: <ul style="list-style-type: none"> • Community/voluntary organisation and/or • Parish council and/or • Not for profit organisation and/or • Charitable organisation and/or • Faith organisation 	Formal/signed constitution, or standing orders, or Trust Deed, or Memorandum and Articles of Association		
The applicant is active within the borough of Rugby.	Formal/signed constitution, or standing orders, or Trust Deed, or Memorandum and Articles of Association Section B.1. of the Grant Application Form		



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CRITERIA	EVIDENCE	ASSESSMENT	NOTES
The applicant is in a stable financial position.	Annual accounts/ financial records		
The applicant has a UK bank account in the same name as the organisation.	Bank statement		
The applicant has Safeguarding and Health & Safety Policies	Safeguarding Policy Health & Safety Policy		
The applicant has Public Liability Insurance for £2m for the duration of the project.	Public Liability Insurance document (and proof of affiliation, if required)		



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CRITERIA	EVIDENCE	ASSESSMENT	NOTES
The applicant has not received more than £315,000 in MFA over the last three consecutive fiscal years.	Section D.5. of the Grant Application Form		

COMMUNITY SUPPORT FUND 2023-2024

PROJECT APPRAISAL REPORT

APPLICANT NAME: _____

PROJECT TITLE: _____

APPLICATION REFERENCE NO.: _____

CRITERIA	EVIDENCE	MAXIMUM SCORE	AWARDED SCORE	NOTES
How well does the project meet the aims of the Fund?	Sections C.1., C.2., C.4. of the Grant Application Form	30		Succinctly explain why the project meets/does not meet the criteria.
How well does the project demonstrate additionality i.e., how the grant will contribute to the project being delivered faster, at a larger scale, with less disruption, or be significantly reliant on the grant to happen, etc. than if the organisation would not have had the grant?	Sections C.5., C.7. of the Grant Application Form	15		Succinctly explain why the project meets/does not meet the criteria.



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CRITERIA	EVIDENCE	MAXIMUM SCORE	AWARDED SCORE	NOTES
How well does the project show value for money i.e., does it optimise the use of the grant to achieve the maximum number of benefits, outputs, and outcomes possible?	Section C.9. of the Grant Application Form	15		Succinctly explain why the project meets/does not meet the criteria.
Is the project delivered in one or more of the Borough's most deprived wards (Benn, Brownsover, Overslade, Newbold upon Avon, Long Lawford, New Bilton)?	Section C.2. of the Grant Application Form	15		Succinctly explain why the project meets/does not meet the criteria.
Is the project delivered by two or more organisations, working together to deliver a larger project than they could individually?	Section C.2. of the Grant Application Form	5		Succinctly explain why the project meets/does not meet the criteria.
Does the project demonstrate strong community benefits i.e., it clearly contributes to building, enhancing, or ensuring impactful community activities, events, and/or services?	Sections C.1., C.2., C.4. of the Grant Application Form	10		Succinctly explain why the project meets/does not meet the criteria.



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CRITERIA	EVIDENCE	MAXIMUM SCORE	AWARDED SCORE	NOTES
Does the project clearly show how the activities and/or services delivered as part of the project can become self-sufficient and will be continued after the project has been completed?	Section C.8. of the Grant Application Form	10		Succinctly explain why the project meets/does not meet the criteria.
TOTAL SCORE		100		