

# Rossendale Council Grant

## GRANT GUIDANCE AND CRITERIA FORM (2011/12) Form **A**

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If you require assistance please contact Gemma Rooke on 01706 252514 or email [gemmarooke@rossendalebc.gov.uk](mailto:gemmarooke@rossendalebc.gov.uk).

Closing date for applications is 12 noon, 18<sup>th</sup> April 2011

Please ensure you are completing the correct form in relation to the amount of funds you are requesting:

For grants of less than £1000 for each year please use form A  
For grants of £1001 - £7000 for each year please use form B  
For grants of £7001 and above for each year please use form C

To receive a different form to the one you already have please contact Gemma Rooke (see above)

Before submitting your application, please ensure that you have:

- Answered all the questions
- Enclosed all of the required supporting material
- Signed the form

Please send the application form and all supporting documentation to either:

Email: [gemmarooke@rossendalebc.gov.uk](mailto:gemmarooke@rossendalebc.gov.uk)

Postal: *Gemma Rooke, Rossendale Borough Council, Stubbylee Hall, Stubbylee, Bacup, OL13 0DE.*

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## Section 1: Your Organisation

Please complete all sections and attach a signed constitution or your registered charity number, as proof of your group's status.

## Section 2: Funding Request

For the year 2011-2012 you can apply for either a three year grant, or a one year grant.

Please note: That if you apply for a one year grant or are unsuccessful this year, there is no guarantee that the grants process will be open in the following years.

## Section 3: Financial Information

Please note that without these details we cannot administer your grant.

## Section 4: Questions

Please answer all questions in as much detail as possible. Please attach any additional information necessary, clearly stating which question it relates to.

All questions will be scored out of 5, following the criteria below.

- 5) The question has been answered clearly, with robust evidence that addresses all the issues raised in the question.
- 4) The question has been answered and evidence given; however, it does not fully address all the issues.
- 3) Evidence has been provided and answers given, but these are not explained clearly and fully. They only partially answer the issues raised in the question.
- 2) Minimal evidence has been given and the question has not been answered clearly.
- 1) No evidence has been given and the question has not been answered clearly.
- 0) The question has not been answered and no evidence has been supplied.

Each question has a priority weighting; high, medium or low and each weighting has a score from 3 to 1 respectively.

The response to each question will be marked out of five (see above) and multiplied by the high, medium or low weighting. For example:

Question 1: Weighting 3 for high priority multiplied by 5 as the question has been answered clearly, with robust evidence that addresses all the issues: Score 15

Question 1: Weighting 3 for high priority multiplied by 1 as the question has not been answered clearly and no evidence has been supplied. Score 3

**Please follow the word counts given for each question, excessive use of words may lead to the answer not being considered and or the score being reduced.**

**Question 1: Equality and Access to Services**  
**Priority: High Weighting 3**

Questions	Guidance	Scoring System
<p>Please attach your organisations Equality Statement. Please highlight on your statement how you will implement one or all of the below aims.</p> <p>1) To eliminate unlawful harassment and victimisation and other conduct prohibited by the Equality Act 2010.</p> <p>2) Advance equality of opportunity between people who share a protected characteristic and those who do not.</p> <p>3) Foster good relations between people who share a protected characteristic and those who do not.</p>	<p>If you do not have an equality statement, RBC can provide a framework for the organisation to develop one.</p> <p>The Equality Act 2010 sets out a clear public sector duty on equality and in particular to drive equality through procurement of its goods and services. Therefore, as we must comply with the Equalities Act, so must the groups we fund and work with.</p> <p>Each point means:</p> <p>1) You will not break the Equality Act law and you will act/intervene when a breach of the law has occurred. Your organisation can demonstrate how they tackle discrimination, harassment and victimisation.</p> <p>2) You address how you give different people equal chances and opportunities. You will treat all people from different groups fairly and equally.</p> <p>3) Your organisation will work towards helping different people, from different groups, get on with each other.</p>	<p>Higher scores will be awarded for those organisations that have an Equality Statement that is adhered to.</p> <p>Higher scores will also be awarded to those organisations that actively address one of the key aims and can clearly highlight this through their statement.</p> <p>Lower scores will be awarded to organisations that do not recognise the diversity of their project, or cannot justify why the project only delivers to a certain group.</p>

**Question 2: Project/Organisation Overview****Priority: High Weighting 3**

Questions	Guidance	Scoring System
<p>Please give an overview of what your organisation does.</p> <p>Please explain what you require funding for?</p>	<p>Please clearly outline what your organisation does and what the funding is required for. These can be outlined as bullet points.</p>	<p>Higher scores will be given to organisations that have a developed, well structured idea or already existing service.</p> <p>Lower scores will be given to organisations that cannot clearly demonstrate how the project will work and what it will actually do.</p>

**Question 3: Link to Priorities****Priority: High Weighting 3**

Questions	Guidance	Scoring System
<p>Please complete the below tables.</p> <p>If the project benefits a specific area please state under <b>Neighbourhood Forums</b>, if it benefits the whole borough please identify under <b>Corporate Priorities</b>.</p>	<p>Further information about our Corporate Priorities and Neighbourhood Plans can be found at <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a></p> <p>Please note that Neighbourhood Plans are area specific and work carried out in line with that specific plan should be delivered in that area.</p> <p>Our priorities shape what we do, who we are and our services. We want to work closely with our community to ensure that services commissioned externally support our priorities and deliver against what has been identified through extensive community consultation. This will help us ensure that organisation /projects are delivered in accordance with what the community wants and needs</p>	<p>Higher scores will be awarded for delivering services/projects that deliver against priorities highlighted in the Corporate Plan or Neighbourhood Plans.</p> <p>Higher scores will not be a reflection of the number of boxes ticked, but the depth of how the project aligns with the plans.</p> <p>Lower scores will be awarded to organisations that do not deliver against identified priorities for the area they work in.</p>

**Question 4: Value for Money and Added Benefits**  
**Priority: High Weighting 3**

Questions	Guidance	Scoring System
What will you spend the money on?	Please give as much detail as possible, with a full breakdown of cost. If applying for a 3 year grant, please clearly state what money will be spent in each year.	Higher scores will be awarded to those projects that have a clear plan, with full cost breakdown and can clearly demonstrate that: The organisation is using other financial support and assistance; Their service offers value for money;
What research have you done that can demonstrate that the service is being provided for the best value for money? (You may want to include other quotes you have or some research around costs.)	Please include quotes from other providers and all research you have done. If you are using the grant to fund your own work, please demonstrate it is comparable to other similar organisations, this may include volunteer expenses.	There is a clear plan for how and what money will be spent.  Lower scores will be awarded to organisations that do not offer a unique service, with clear outline of spend as is proof that it is offered at good value for money.
Will you get funding from anywhere else?	Please provide as much detail as possible. The Council recognises the importance of using grants to lever in other possible grants and the added value this brings to an organisation and the Borough.	Higher scores will be awarded to organisations that clearly demonstrate where additional funds are from. Lower scores will be awarded to organisations that do not disclose all additional funding.

**Question 5: Capacity of Organisation**  
**Priority: Medium Weighting 2**

Questions	Guidance	Scoring System
<p>How long has your organisation been running and have you received funding for other projects before?                      If yes, please give an example of this.</p>	<p>It is important that reassurance is given that the organisation can manage the grant. If you have not received grant funding before, please explain what procedures you have in place to manage the grant: such as a named treasurer, a bank account for sole use of the organisation, a committee that regularly meets and assesses the project.</p>	<p>Higher scores will be awarded for organisations that can demonstrate that either: they have received and managed funding before or that they have the system in place to manage funding. An example of managing other public monies is a positive as is proof of evaluation and accounting taking place.                      Lower scores will be awarded to organisations that cannot clearly demonstrate what systems they have in place to support the project.</p>

**Question 6: Sustainability**  
**Priority: Medium Weighting 2**

Questions	Guidance	Scoring System
<p>Will the project still take place if funding is not received? Please explain how if the answer is yes</p>	<p>Please be clear as to what level the project will take place, also what won't be delivered if this grant is not received and what will be.</p>	<p>Higher scores will be awarded to organisations that can clearly demonstrate future plans for the project, with ideas that tackle funding and other resources. Lower scores will be awarded to organisations that cannot clearly demonstrate they have considered other means of raising funds and considered the long term sustainability of the project.</p>
<p>Will this project help generate any income for your organisation? (For example, you may charge admission; you may increase membership or other fundraising.)</p>	<p>It is important to demonstrate future funding options and that the project does not rely on a repetition of council funding. It is recognised that sustainability does not solely rely on finance, but also other aspects such as resources and volunteers.</p>	

**Question 7: Project Development and Potential Risks**  
**Priority: Medium Weighting 2**

Questions	Guidance	Scoring System
What evidence do you have that suggests there is a need for this work?	Please include any research you may have.	Higher scores are awarded for organisations that can clearly demonstrate there is a need for the project and have clear plans in place if the project does fail.  Lower scores will be awarded to those organisations that cannot support their identified need with some form of proof

**Question 8: Partnerships**  
**Priority: Low Weighting 1**

Questions	Guidance	Scoring System
Does your group work with any other organisations? If yes, please list and give a brief description of how you work with them.	Please include all organisations; these may include the Council, other community organisations, and other statutory services. These can be outlined as bullet points.	Higher scores will be awarded to these organisations that work closely with other organisations to provide better value for money, a more developed programme and shared workloads. Higher scores will not reflect the number of partnerships, but the depth and use of each one. Medium scores will be awarded to organisations that work with other organisations, but cannot clearly demonstrate/describe the relationship.  Lower scores will be awarded to organisations that do not work with other organisations.
Would your organisation be willing to be involved with Council initiatives, consultations or RIGs (Rossendale Interest Group)?	In addition to a statutory requirement to consult with the community, the Council also works closely to shape services, deliver activities and tackle issues. We hope to be able to include your organisation in some of these processes.	We would expect all organisations to get involved in council initiatives, consultation exercises or RIGs.

**Question 9: Opportunity for individuals and groups**  
**Priority: Low Weighting 1**

Questions	Guidance	Scoring System
How many people/groups will benefit from this project?	Please include all people that will benefit from the project, including the recipients of the service, volunteers for the organisation and any other groups you may work with. Please be as detailed as possible, in the table provided.	Higher scores awarded for organisations that offer volunteering opportunities, although it is recognised that some organisations cannot take on a number of volunteers, which is why this has been given a low priority.

**Section 5: Check List**

Please tick everything you have completed/attached.

**Section 6: Signatures**

Please note this form can be signed electronically and submitted by email.

Other formats available on request.

Tel: 01706 217777 or contact:

Rossendale Borough Council

PO BOX 74, Bacup, OL13 0WU

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**Question 1: Equality and Access to Services**  
**Priority: High Weighting 3**

Question	Guidance	Scoring System
<p>Please attach your organisations Equality Statement.</p> <p>Please clearly demonstrate how the grant will help your organisation/ the project deliver, promote or enhance equality.</p> <p>Please consider the below aims:</p> <p>1) To eliminate unlawful harassment and victimisation and other conduct prohibited by the Equality Act.</p> <p>2) Advance equality of opportunity between people who share a protected characteristic and those who do not.</p> <p>3) Foster good relations between people who share a protected characteristic and those who do not.</p>	<p>If you do not have an equality statement, RBC can provide a framework for the organisation to develop one.</p> <p>The Equality Act 2010 sets out clear public sector duty on equality and in particular to drive equality through procurement of its goods and services. Therefore, as we must comply with the Equalities Act, so must the groups we fund and work with.</p> <p>Please clearly outline how you will address one or more of the included aims.</p> <p>Each aim means:</p> <p>1) You will not break the Equality Act law and you will act/intervene when a breach of the law has occurred. Your organisation can demonstrate how they tackle discrimination, harassment and victimisation.</p> <p>2) You address how you give different people equal chances and opportunities. You will treat all people from different groups fairly and equally.</p> <p>3) Your organisation will work towards helping different people, from different groups, get on with each other.</p>	<p>Higher scores will be awarded for those organisations that have an Equality Statement that is adhered to.</p> <p>Higher scores will also be awarded to those organisations that actively address one of the key aims and can clearly highlight this through their statement.</p> <p>Lower scores will be awarded to organisations that do not recognise the diversity of their project, or cannot justify why the project only delivers to a certain group.</p>

**Question 2: Project/Organisation Overview**  
**Priority: High Weighting 3**

Question	Guidance	Scoring System
<p>Please give an overview of what your organisation does.</p> <p>Please explain what you require funding for.</p>	<p>Please clearly outline what your organisation does and what the funding is required for. These can be outlined as bullet points.</p>	<p>Higher scores will be given to organisations that have a developed, well structured idea or already existing service.</p> <p>Lower scores will be given to organisations that cannot clearly demonstrate how the project will work and what it will actually do.</p>
<p>What will be the outcomes and how will you report/evaluate these to us?</p>	<p>Please give no more than three outcomes, where possible, each outcome must be SMART (specific, measureable, achievable, realistic and time bound). Please state clearly how you will report these to us, e.g: through evaluations, reports, documentation.</p>	<p>Higher scores will be given to stronger outcomes, which the Council can measure the organisation against and where there is a clear method of reporting to the Council.</p> <p>Lower scores will be given to organisations that do not give clear outcomes and cannot clearly demonstrate how these will be measured and evaluated.</p> <p>Lower scores will also be awarded to organisations that cannot demonstrate how they will report these to Rossendale Borough Council.</p>

**Question 3: Link to Priorities**  
**Priority: High Weighting 3**

Question	Guidance	Scoring System
<p>Please complete the tables below.            If the project benefits a specific area please state under <b>Neighbourhood Forums</b>, if it benefits the whole borough please identify on <b>Corporate Priorities</b>. PLEASE NOTE: only fill in either the <b>Neighbourhood Forum</b> section <b>OR</b> the <b>Corporate Priorities</b> Section.</p> <p>Please explain how your project links in to the Neighbourhood Plan or Corporate priorities.</p>	<p>Further information about our Corporate Priorities and Neighbourhood Plans can be found at <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>            Please note that Neighbourhood Plans are area specific and work carried out in line with that specific plan should be delivered in that area.</p> <p>Our priorities shape what we do, who we are and our services. We want to work closely with our community to ensure that services commissioned externally support our priorities and deliver against what has been identified through extensive community consultation. This will help us ensure that organisation/projects are delivered in accordance with what the community wants and needs.</p>	<p>Higher scores will be awarded for delivering services/projects that deliver against priorities highlighted in the Corporate Plan or Neighbourhood Plans. Higher scores will not be a reflection of the number of boxes ticked, but the depth of how the project aligns with the plans.</p> <p>Lower scores will be awarded to organisations that do not deliver against identified priorities for the area they work in.</p>

**Question 4: Value for Money and Added Benefits**  
**Priority: High Weighting 3**

Question	Guidance	Scoring System
<p>Please include a total breakdown of costs, with a clear outline of what this grant will fund and how additional costs will be funded.</p> <p>If you are applying for three year funds, please give a clear breakdown of how costs will differ each year, considering cost savings, use of resources, set up costs, staffing costs and others.</p>	<p>The Council recognises the importance of using grants to lever in other possible grants and the added value this brings to an organisation and the Borough.</p>	<p>Higher scores will be awarded to those projects that have a clear plan, with full cost breakdown and can clearly demonstrate that: The organisation is using other financial support and assistance; Their service offers value for money; The project is unique to the area. Lower scores will be awarded to organisations that do not offer a unique service, do not have a clear outline of spend and proof that it is offered at good value for money.</p>
<p>Can you demonstrate: That the same services could not be achieved for less?</p>	<p>Please include quotes from other providers and all research you have done. If you are using the grant to fund your own work, please demonstrate it is fair in relation to other similar organisations.</p>	<p>Higher scores will be awarded to organisations that clearly demonstrate where additional funds are from.</p>
<p>Can you demonstrate: The added value the project will bring with it, for example through volunteer time?</p>	<p>The service maybe unique to Rossendale, it may utilise local volunteers, or it may benefit additional groups or businesses. These can be listed as bullet points.</p>	<p>Lower scores will be awarded to organisations that do not disclose all additional funding.</p> <p>Higher scores may be awarded to organisations that can clearly demonstrate that the amount of funding they request for each year is reflective of the service and efficiencies delivered.</p>

**Question 5: Capacity of Organisation****Priority: Medium Weighting 2**

Question	Guidance	Scoring System
What are your organisations/the projects strengths and weaknesses in delivering this service?	Please recognise what your strength are, this might be your experience, knowledge of the user group and also what your weaknesses are. These can be outlined as bullet points.	Higher scores will be awarded to organisations that recognise their weaknesses, in addition to their strengths. Lower scores will be awarded to organisations that do not consider both of these.
What is your experience of managing funding that you have successfully bid for previously?	It is important that along with a thorough understanding of the project, reassurance is given that the organisation can monitor and evaluate their spend and impact/difference made, please give examples of how you will do this. Please state examples of other grants received in the past, the amount and where they are from.	Higher scores will be awarded for organisations that can demonstrate clear structures in place to administer and monitor funding. An example of managing other public monies is a positive as is proof of evaluation and accounting taking place. Lower scores will be awarded to organisations that cannot clearly demonstrate what systems they have in place to support the project.

**Question 6: Sustainability**  
**Priority: Medium Weighting 2**

Question	Guidance	Scoring System
<p>What will happen once the funding has expired?</p>	<p>It is important to demonstrate future funding options and that the project does not rely on a repetition of council funding. It is recognised that sustainability does not solely rely on the finance, but also other aspects, such as use of resources and training staff/volunteers.</p>	<p>Higher score awarded for projects/organisations that can identify a clear exit strategy to take place at the end of the funding, how they will receive further funding and how they might tackle potential issues that arise throughout the project, which may require additional support, including financial.</p>
<p>What is the organisations strategy for seeking future funding or generating self sustaining incomes?</p>	<p>Please clearly state how you will generate/access other funds.</p>	<p>Higher scores may also be awarded for organisations that can generate some form of self sustaining income, including resources or trained/developed staff/volunteers. Lower scores will be awarded to organisations that cannot clearly demonstrate they have considered other means of raising funds and considered the long term sustainability of the project.</p>



**Question 7: Project Development and Potential Risks**  
**Priority: Medium Weighting 2**

Question	Guidance	Scoring System
What evidence do you have that suggests there is a need for this work?	Please include any research you may have.	Higher scores are awarded for organisations that can clearly demonstrate there is a need for the project and have clear plans in place if the project does fail.
Is there a risk if this project is not delivered/funded? Please explain	Please explain what the consequences may be if the project is not delivered, or the organisation does not receive the funding. Please clearly state these as bullet points.	Higher scores will also be awarded to organisations that can clearly identify what the risks will be if the project isn't delivered, considering the community, the organisation and the Borough. Lower scores will be awarded to those organisations that cannot support their identified need with some form of proof.

**Question 8: Partnerships**  
**Priority: Low Weighting 1**

Question	Guidance	Scoring System
<p>Does your organisation have any other partners it works with?</p> <p>Please list and explain how you work with them.</p>	<p>Please give an overview of who your partners are and how you work with them to improve the delivery of services; these may include the Council, other community organisations, and other statutory services. These can be outlined as bullet points.</p>	<p>Higher scores will be awarded to those organisations that work closely with other organisations to provide better value for money, a more developed programme and shared workloads. Higher scores will not reflect the number of partnerships, but the depth and use of each one.</p> <p>Medium scores will be awarded to organisations that work with other organisations, but cannot clearly demonstrate/describe the relationship.</p> <p>Lower scores will be awarded to organisations that do not work with other organisations.</p>
<p>Would your organisation be willing to be involved with Council initiatives, consultations or RIGs (Rossendale Issues Group)?</p> <p>Please give an explanation of how you would get involved, or the reason for not getting involved.</p>	<p>In addition to a statutory requirement to consult with the community, the Council also works closely to shape services, deliver activities and tackle issues. We hope to be able to include your organisation in some of these processes.</p>	<p>We would expect all organisations to get involved in council initiatives, consultation exercises or RIGs or provide a clear explanation as to why you cannot.</p>

## Question 9: Opportunity for individuals and groups

### Priority: Low Weighting 1

Question	Guidance	Scoring System
How many people will benefit from the project?	Please include all people that will benefit from the project, including the recipients of the service, volunteers for the organisation and any other groups you may work with. Please be as detailed as possible.	Higher scores awarded for organisations that offer volunteering programmes, with suitable training and development. It is recognised that some organisations cannot take on a number of volunteers, which is why this has been given a low priority.
How have service users and/or volunteers been utilised in developing this service?	Please note that if the project is identified through community members who are part of the group, please clearly state this. Please clearly state how service users have helped identify a need for the service and been a part of its development. If you wish for more support for volunteers, or finding suitable training and development opportunities for them, you can register on the Help Direct Volunteer Management Service on 0303 333 1111	Organisations/projects that actively seek hard to reach groups/ under-represented groups may receive higher scores. Higher scores will be awarded for organisations that work with the target group of the project to shape and develop their service. Lower scores will be awarded to organisations that cannot clearly demonstrate the project has been developed utilising service users and/or volunteers.
What opportunities does the organisation/project give to volunteers?		

## Section 5: Check List

Please tick everything you have completed/attached.

## Section 6: Signatures

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Tel: 01706 217777 or contact:

Rossendale Borough Council

PO BOX 74, Bacup, OL13 0WU

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### Priority: High Weighting 3

Question	Guidance	Scoring System
<p>Please attach your organisations Equality Statement.</p> <p>Please clearly demonstrate how your project /service supports or promotes equality of opportunity and/or address specific inequalities?</p> <p>Please consider the below aims:</p> <ol style="list-style-type: none"> <li>1) To eliminate unlawful harassment and victimisation and other conduct prohibited by the Equality Act.</li> <li>2) Advance equality of opportunity between people who share a protected characteristic and those who do not.</li> <li>3) Foster good relations between people who share a protected characteristic and those who do not.</li> </ol>	<p>If you do not have an equality statement, RBC can provide a framework for the organisation to develop one.</p> <p>The Equality Act 2010 sets out clear public sector duty on equality and in particular to drive equality through procurement of its goods and services.</p> <p>Please clearly outline how you will address one or more of the included aims. As we must comply with the Equalities Act, so must the groups we fund and work with.</p> <p>Each aim means:</p> <ol style="list-style-type: none"> <li>1) You will not break the Equality Act law and you will act/intervene when a breach of the law has occurred. Your organisation can demonstrate how they tackle discrimination, harassment and victimisation.</li> <li>2) You address how you give different people equal chances and opportunities. You will treat all people from different groups fairly and equally.</li> <li>3) Your organisation will work towards helping different people, from different groups, get on with each other.</li> </ol>	<p>Higher scores will be awarded for those organisations that have an Equality Statement that is adhered to.</p> <p>Higher scores will also be awarded to those organisations that actively address one of the key aims and can clearly highlight this through their statement.</p> <p>Lower scores will be awarded to organisations that do not recognise the diversity of their project, or cannot justify why the project only delivers to a certain group.</p>

**Question 2: Project/Organisation Overview****Priority: High Weighting 3**

Question	Guidance	Scoring System
<p>Please give an overview of what your project/organisation does.</p> <p>Please explain what you require funding for.</p>	<p>Please clearly outline what your organisation does and what the funding is required for. These can be outlined as bullet points.</p>	<p>Higher scores will be given to organisations that show innovation and have a developed, well structured idea or already existing service.</p> <p>Lower scores will be given to organisations that cannot clearly demonstrate how the project will work and what it will actually do.</p>
<p>What will be the outcomes and how will you report/evaluate these to the Council.</p>	<p>Please give no more than five outcomes, where possible each outcome must be SMART (specific, measureable, achievable, realistic and time bound)</p> <p>Please state clearly how you will report these to us, e.g: through evaluations, reports, documentation.</p>	<p>Higher scores will be given to stronger outcomes, which the Council can measure the organisation against and a clear method of reporting is provided.</p> <p>Lower scores will be given to organisations that do not give clear outcomes and cannot clearly demonstrate how these will be measured and evaluated.</p> <p>Lower scores will also be awarded to organisations that cannot demonstrate how they will report these to Rossendale Borough Council.</p>

**Question 3: Link to Priorities**  
**Priority: High Weighting 3**

Question	Guidance	Scoring System
<p>Please complete the tables below.            If the project benefits a specific area please state below, under <b>Neighbourhood Forums</b>, if it benefits the whole borough please identify on <b>Corporate Priorities</b>. PLEASE NOTE: only fill in either the <b>Neighbourhood Forum</b> section <b>OR</b> the <b>Corporate Priorities</b> Section.</p> <p>Please explain how your project links in to the above Neighbourhood Plan or Corporate priorities.</p>	<p>Further information about our Corporate Priorities and Neighbourhood Plans can be found at <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>            Please note that Neighbourhood Plans are area specific and work carried out in line with that specific plan should be delivered in that area.</p> <p>Our priorities shape what we do, who we are and our services. We want to work closely with our community to ensure that services commissioned externally support our priorities and deliver against what has been identified through extensive community consultation. This will help us ensure that organisation /projects are delivered in accordance with what the community wants and needs.</p>	<p>Higher scores will be awarded for delivering services/projects that deliver against priorities highlighted in the corporate plan or neighbourhood plans. Higher scores will not be a reflection of the number of boxes ticked, but the depth of how the project aligns with the plans.</p> <p>Lower scores will be awarded to organisations that do not deliver against identified priorities for the area they work in.</p>



**Question 4: Value for Money and Added Benefits**  
**Priority: High Weighting 3**

Question	Guidance	Scoring System
<p>Please include a total breakdown of costs, with a clear outline of what this grant will fund and how additional costs will be funded. Also indicate if this grant will help to draw in further funds.</p> <p>If you are applying for three year funds, please give a clear breakdown of how costs will differ each year, considering cost savings, use of resources, set up costs, staffing costs and others.</p>	<p>The Council recognises the importance of using grants to lever in other possible grants and the added value this brings to an organisation and the Borough.</p> <p>Please clearly state what money will be spent on, with a clear breakdown</p>	<p>Higher scores will be awarded to those projects that have a clear plan, with full cost breakdown and can clearly demonstrate that: The organisation is using other financial support and assistance; The service offers value for money; The project is unique to the area.</p> <p>If applying for a three year grant higher scores will also be awarded to those organisations that can clearly demonstrate they have considered their yearly cost and aimed to decrease the reliance on Council grant funding.</p>
<p>Can you demonstrate: That the same services could not be achieved for less, including delivery by the council, please explain.</p>	<p>Please include quotes from other providers and all research you have done. If you are using the grant to fund your own work, please demonstrate it is fair in relation to other similar organisations.</p>	<p>Lower scores will be awarded to organisations that do not offer a unique service, have no clear outline of spend and proof that it is offered at good value for money.</p>
<p>Can you demonstrate: The added value the project will bring with it, for example through volunteer time?</p>	<p>The service maybe unique to Rossendale, it may utilise local volunteers, or it may benefit additional groups or businesses. These can be listed as bullet points.</p>	<p>Higher scores will be awarded to organisations that clearly demonstrate where additional funds are from.</p>
<p>Can you demonstrate: That the project provides a unique 'selling point' for Rossendale and potentially beyond.</p>	<p>Please clearly demonstrate why your organisation/project is unique to the area and what you deliver that others do not or cannot. Please clearly outline which other services you may be similar to.</p>	<p>Lower scores will be awarded to organisations that do not disclose all additional funding.</p> <p>Higher points may be awarded to organisations that can clearly demonstrate that the amount of funding they request for each year is reflective of the service and efficiencies delivered.</p>

**Question 5: Capacity of Organisation****Priority: Medium Weighting 2**

Question	Guidance	Scoring System
What are your organisations/the projects strengths and weaknesses in delivering this service and how will you counter your weaknesses?	Please recognise what your strengths are, this might be your experience, knowledge of the user group and also your weaknesses. These can be outlined as bullet points. Please add information about how you will tackle each weakness identified.	Higher scores will be awarded to organisations that recognise their weaknesses, in addition to their strengths. Higher scores will be awarded where having considered their weaknesses the origination has tried to tackle these. Lower scores will be awarded to organisations that do not consider both of these.
What is your experience of managing funding that you have successfully bid for previously?	It is important that along with a thorough understanding of the project, reassurance is given that the organisation can monitor and evaluate their spend and impact/difference made. Please give examples of how you will do this. Please state examples of other grants received in the past, the amount and where they are from.	Higher scores will be awarded for organisations that can demonstrate clear structures in place to administer and monitor funding. An example of managing other public monies is a positive as well as proof of evaluation and accounting taking place. Lower scores will be awarded to organisations that cannot clearly demonstrate what systems they have in place to support the project.

<b>Question 6: Sustainability Priority: Medium Weighting 2</b>		
<b>Question</b>	<b>Guidance</b>	<b>Scoring System</b>
What is the projects exit strategy or what is the organisations strategy for seeking future funding or generating self sustaining incomes.	It is important to demonstrate future funding options and that the project does not rely on a repetition of council funding. It is recognised that sustainability does not solely rely on the finance, but also other aspects, such as use of resources and training staff/volunteers. Please clearly state how you will generate/access other funds.	Higher score awarded for projects/organisations that can identify a clear exit strategy to take place at the end of the funding, how they will receive further funding and how they might tackle potential issues that arise throughout the project, which may require additional support, including financial. Higher scores may also be awarded for organisations that can generate some form of self sustaining income, including resources or trained/developed staff/volunteers. Lower scores will be awarded to organisations that cannot clearly demonstrate they have considered other means of raising funds and considered the long term sustainability of the project.

<b>Question 7: Project Development and Potential Risks Priority: Medium Weighting 2</b>		
<b>Question</b>	<b>Guidance</b>	<b>Scoring System</b>
What evidence do you have that suggests there is a need for this work?	Please include any research you may have.	Higher scores are awarded for organisations that can clearly demonstrate there is a need for the project and have clear plans in place if the project does fail. Higher scores will also be awarded to organisations that can clearly identify what the risks will be if the project isn't delivered, considering the community, the organisation and the Borough. Lower scores will be awarded to those organisations that cannot support their identified need with some form of proof.
Is there a risk if this project is not delivered/funded? Please explain	Please explain what the consequences may be if the project is not delivered, or the organisation does not receive the funding. Please clearly state these as bullet points.	
What would be the risk if the project fails and how do you intend to mitigate/manage against that risk?	Please clearly state how you will manage the above identified risk and what your organisations responsibility will be.	

**Question 8: Partnerships**  
**Priority: Low Weighting 1**

Question	Guidance	Scoring System
<p>Which other partners does the project/organisation work with?</p> <p>Please give brief details of each partnership link and explain how each partnership works.</p>	<p>Please give an overview of what these partnerships entail and how you work with them to improve the delivery of services; these may include the Council, other community organisations, and other statutory services. These can be outlined as bullet points.</p>	<p>Higher scores will be awarded to these organisations that work closely with other organisations to provide better value for money, a more developed programme and shared workloads. Higher scores will not reflect the number of partnerships, but the depth and use of each one.</p> <p>Medium scores will be awarded to organisations that work with other organisations, but cannot clearly demonstrate/describe the relationship.</p> <p>Lower scores will be awarded to organisations that do not work with other organisations.</p>
<p>Would your organisation be willing to be involved with Council initiatives, consultations or RIGs (Rossendale Issues Groups)?</p> <p>Please give an explanation of how you would get involved, or the reason for not getting involved.</p>	<p>In addition to a statutory requirement to consult with the community, the Council also works closely with the community to shape services, deliver activities and tackle issues. We hope to be able to include your organisation in some of these processes.</p>	<p>We would expect all organisations to get involved in council initiatives, consultation exercises or RIGs or provide reasons for not being able to.</p>

## Question 9: Opportunity for individuals and groups

### Priority: Low Weighting 1

Question	Guidance	Scoring System
How many people will benefit from this project?	Please include all people that will benefit from the project, including the recipients of the service, volunteers for the organisation and any other groups you may work with. Please be as detailed as possible.	Higher scores awarded for organisations that offer volunteering programmes, with suitable training and development. It is recognised that some organisations cannot take on a number of volunteers, which is why this has been given a low priority.
How have service users and / or volunteers been utilised in developing this service?	Please note that if the project is identified through community members who are part of the group, please clearly state this. Please state how service users have helped identify a need for the service and been a part of its development. If you wish for more support for volunteers, or finding suitable training and development opportunities for them, you can register on the Help Direct Volunteer Management Service on 0303 333 1111.	Organisations/projects that actively seek hard to reach groups/ under-represented groups may receive higher scores. Higher scores will be awarded for organisations that work with the target group of the project to shape and develop their service. Lower scores will be awarded to organisations that cannot clearly demonstrate the project has been developed utilising service users and/or volunteers.
What opportunities does the organisation/project give to volunteers and what training and support do you offer these volunteers?		

## Section 5: Check List

Please tick everything you have completed/attached.

## Section 6: Signatures

Please note this form can be signed electronically and submitted by email.

Other formats available on request.

Tel: 01706 217777 or contact:

Rossendale Borough Council

PO BOX 74, Bacup, OL13 0WU

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