

## **Annex 1**

### **Project proposal process and criteria**

#### **Support throughout the process**

- It is recognised that residents and community groups who may have limited experience of applying for grants and funding would value support in the development of ideas, particularly at the idea's creation and development stage. Whilst officers will be on hand to support specific elements of projects, and to support the further development of projects at later stages, the role of the local member will be developed to support their communities at this first stage.
- Throughout the process, the CPF Team will provide a point of contact for applicants and facilitate the input of officers from across the council more widely as required. Alongside the core team, officers from across the organisation will be involved in helping to support projects depending on the type of project involved.
- There is also a critical role that local members will play in supporting the development and promotion of ideas in their communities. It is recognised that local members have a depth of knowledge as to the needs of their residents, and in a unique position with which to champion ideas to resolve them. They also have an ability to connect residents within their communities in a way that will help them to better develop their ideas.

#### **Stage 1 – Idea creation and development**

- Those with initial ideas for a bid will complete a short form setting out a brief outline of their proposal.
- The questions will be developed to encourage respondents to be creative and 'think big' whilst also highlighting some of the more practical issues which will need to be addressed later in the process.
- Guidance documents will be available that set out the rules for how funding can be used. The idea is to give bidders a clear understanding of what the fund can be used for to avoid having to reject ideas, as well as highlighting work the council has done on identifying the type of projects that different local areas could benefit from. As part of guidance materials, case studies will be highlighted about projects which will help to encourage bidders to see what is possible.
- An applicant checklist will be designed to set out helpful questions that someone putting together a proposal may want to consider.

#### **Stage 2 – Application**

##### **Phase 1 – Idea submission**

- Once applicants have engaged with Common Place and developed their idea, they can submit the first phase of the application form. This phase of the application process will be open at all times.

- Applicants will be asked to complete high-level fields detailing their project idea, name and contact details of their organisation and whether they conform to the grant criteria.
- The Guidance documents provided previously will again be made available to set out the rules for how funding can be used, as well as specific guidance around filling in the form itself.

## Phase 2 – Review of idea and Full application

- Following idea submission, officers will carry out an initial review of a proposal. This will involve assessing proposals against the pass/fail criteria set out below and will give an idea to whether the idea has the potential to be taken forward.

Pass/Fail Criteria	Details
Does the idea fit with the aims of Surrey's Community Vision 2030?	<p>Highlight which of the aims the project will meet:</p> <ul style="list-style-type: none"> <li>• Tackling inequality - whilst many in Surrey have a wonderful quality of life there are many people who are struggling</li> <li>• Supporting independence - enabling people to live healthier lives for longer by boosting their independence</li> <li>• Embracing Surrey's diversity - every citizen counts</li> <li>• Supporting the local economy - enabling our local economy to grow</li> <li>• Enabling digital revolution - making sure no one is left behind digitally, and Surrey is fit for the future</li> <li>• Partnership - drawing on skills and expertise from different organisational, community and individual partners</li> <li>• Creating a greener future including links to Surrey Climate Change Strategy</li> </ul>
Do you have the right financial set up in place?	<p>Bidders will be made aware of the requirement of a certified bank account in the name of their organisation. They will be asked to confirm if:</p> <ul style="list-style-type: none"> <li>• They have one</li> <li>• They are taking steps towards getting one</li> <li>• They require support from SCC or Partners to set one up</li> </ul>
You will need to confirm that the Funding won't be used for.....	<ul style="list-style-type: none"> <li>• Supporting political organisations or individuals</li> <li>• Covering ongoing revenue costs, such as salaries or running costs</li> <li>• Replacing any withdrawn funding from the Council for existing projects</li> <li>• Funding public sector bodies or private companies to carry out their statutory duties</li> <li>• Projects that contravene any of the Council's agreed policies or priorities</li> <li>• Paying for a consultant to make an application to the fund on the applicants' behalf</li> <li>• Retrospective funding</li> </ul>
Is there wider community support?	<p>Using the Common place platform, you will need to demonstrate that others in your community support the project idea and that it will benefit the wider community. Where possible you can also highlight any backing received from your local councillor,</p>

	other local community groups or clubs or any other organisations from across Surrey
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- Where officers believe the project has viability, bidders will be invited to complete the full application form.
- As part of the initial review of an Idea Submission, Officers will be able to provide feedback on areas in which people could strengthen their bids or provide feedback on how a proposal could be amended for it to be resubmitted for a future funding round.
- Alternatively, where a project is not appropriate for the Fund, officers will try to provide advice on other funds and/or opportunities to which the project may be relevant.
- As part of the responses to those submitting proposals that have been unsuccessful, where it is applicable, this will include signposting to other resources/guidance/sources of funding that could be helpful.

### Stage 3 – Assessment and scoring against criteria

- Formal applications will be assessed and scored against a set of criteria, which includes the positive benefits to the community, deliverability and legacy of a project.
- Depending on the scale, some projects may be expected to have carried out a version of the council’s Equality Impact Assessment and Environmental Sustainability Assessment which will be reviewed as part of the scoring process.

Criteria to be scored against	Details
How will the project be delivered?	Projects should have a clear project plan in place to show how the project will be delivered and demonstrate you have the necessary support needed to do so
Is there any additional help needed to run the project?	Proposals should highlight if there are additional people or volunteers that can be called upon, or money from other sources that can be used to make the project work
What are the long-term benefits?	Please outline how using the funding will have lasting benefits, for at least five years going forward, explaining who will benefit and how they will benefit
Does it make a positive difference to people’s lives?	Show us how the project will make a positive difference to peoples’ lives and the wider community. This could include improving people’s health and wellbeing, the environment around them or helping people to come together
Has the environmental impact of the project been considered?	Show that the project will encourage sustainable practices and activity and that long term won’t have a negative impact on the environment

### Scoring

- The process of scoring will be coordinated by CPF Officers, and as required will involve input from specific teams that will have detailed knowledge in the service area related to the aims of the project.

## Weighting

- Outside the pass/fail criteria, scores for the other criteria will be weighted to reflect their relative importance. Once the project has been scored against each of the criteria, a weighted overall score will be produced.

Criteria	Scoring	Weighting
Does the idea fit with the aims of Surrey's Community Vision 2030?	Pass/Fail	N/A
Do you have the right financial set up in place?	Pass/Fail	N/A
Does not meet any of the restrictions set out for the use of the fund	Pass/Fail	N/A
Is there wider community support?	Pass/Fail	N/A
How will the project be delivered?	1 – 5	30
Is there any additional help needed to run the project?	1 – 5	17.5
What are the long-term benefits?	1 – 5	17.5
Does it make a positive difference to people's lives?	1 – 5	17.5
Has the environmental impact of the project been considered?	1 – 5	17.5

To be assessed at the initial review stage

- A scoring matrix will be used as part of the process. This will set out clearly why a project has scored the value it has against each criterion and will add robustness and a clear audit trail to the decision-making process. This also ensures that if any funding decisions are challenged or FOIs submitted that there is clear evidence behind how a decision has been reached.
- For projects at the medium or large threshold, it is suggested that a meeting, either virtually, or in the form of a visit where appropriate will be undertaken with representatives (either internal/external) that have put the project forward to enable any final questions or issues to be answered that has not been able to be resolved through the review of the written proposal.

## Stage 4 – CPF Panel to review shortlisted proposals

- There will not be a set number (or limit) of proposals that can be shortlisted; projects will only be shortlisted if they meet all the essential criteria. Numbers of projects shortlisted will also vary depending on the scale of bids received and how much of the funding is still to be allocated for that window.
- The CPF Panel will consider applications that have made it to this stage and make a recommendation on the decision to award funding to the appropriate delegated decision maker or making body.
- The CPF Panel will be comprised of a representative selection of Members from across parties, one or two senior officers, and potentially one or two external representatives from either community and/or business background to provide external expertise and experience to the process.

- As part of their judgments, Members on the CPF Panel will be asked to take a Surrey-wide view of projects, and no Member will be allowed to vote on an application from their Division.
- Shortlisted applicants may be asked to provide a short presentation and answer questions from the Panel to assist with the decision process.

### **Stage 5 – Award of funding**

- After a decision has been made by the appropriate decision maker as delegated authority by Cabinet, a conditional offer of funding will be made to successful applicants, who will be asked to sign a funding agreement form. This will include the performance measures that will be put in place to ensure the funding is used as intended as well as outlining any support agreed as part of the funding award. At this stage performance monitoring requirements and legal expectations should be outlined clearly. Payment of the grant will only be made when evidence is provided that all required funding is in place for the commencement of the project.

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