

Annex 1

Community Project Fund – proposed process and criteria

1. Bidding rounds

- 1.1. The Fund will have multiple bidding rounds that open and close during the year, rather than having a rolling programme. This will help in the administration of the Fund and enable monitoring and engagement to take place during the periods when the Fund is closed. This will enable the Fund to be flexible and adaptable, where the approach and focus of the fund can be adapted or redirected before a new bidding round opens.
- 1.2. In year one of the programme, the Fund will have two bidding rounds. It is expected that the estimated time taken at each stage of those rounds is around 6 months:
 - Month 1 – 2: window open for expressions of interest, feedback on proposals to be given and formal applications to the fund to be made
 - Month 3 – 4: proposals assessed against criteria, shortlisted and reviewed by Member/officer panel
 - Month 5: funding awarded and grant monitoring arrangements put in place
 - Month 6: monitoring and analysis carried out on proposals received, and engagement carried out as appropriate before fund is reopened
- 1.3. In year one it would be a maximum five-month period from an expression of interest to funding being awarded. As the process of delivering the fund becomes more embedded, and in line with the principle that it can be regularly reviewed and responsive to change, it is intended that the frequency of bidding rounds can be increased in proceeding years if required.
- 1.4. Potential model for what a three window annual bidding process could look like in future years of the programme where it would be a three month period from an expression of interest to funding being awarded:
 - Month 1: window open for expressions of interest, feedback on proposals to be given and formal applications to the fund to be made
 - Month 2: proposals assessed against criteria, shortlisted and reviewed by Member/officer panel
 - Month 3: funding awarded and grant monitoring arrangements put in place
 - Month 4: monitoring and analysis carried out on proposals received, and engagement carried out as appropriate before fund is reopened

2. Funding thresholds

- 2.1. The total budget for the CPF is £100m, profiled as £20m being available per year, however if need arose, the £20m profile can be adjusted, for example if there is a significant project that pushes spend over £20m in any given year, or if there is an underspend and money is rolled into a subsequent year.
- 2.2. Surrey does not have a minimum limit on the value of capital expenditure; however a lower limit thresholds have been set in order to manage the administration of the Fund and the number of projects supported. This is to respond to risks that either some lower-value proposals could be stifled if thresholds are set too high, or that there will be too large a volume of projects to be able to administer if thresholds are

too low.

- 2.3. The level of detail required as part of a submission to the Fund will reflect the level of funding being bid for. Smaller project proposals will have more of a 'light touch' application process, while larger projects will require more detail to support the level of due diligence that will need to be carried out.
- 2.4. The thresholds can be reviewed as the life of the fund develops and in line with reviewing the amount of bids and amount of money left in the fund.

Thresholds per financial year, subject to sensible variation

Scheme Size	Max Number of Projects Per Year (subject to budget)	Indicative Budget for Scheme Size	Business Case required
£1m+	10	£10m	Full - Detailed
£50k - £1m	30	£8	Full - Detailed
£10k - £50k	60	£2m	Short-Form
	c. 100 projects	c. £20m p.a	

3. Project proposal process

Stage 1 – Expression of interest and outline of proposal

- 2.5. Expressions of interest will be captured through an online engagement platform, whereby those looking to make bids to the fund will set out a brief outline of their proposal.
- 2.6. A guidance document will be produced to set out the rules for how funding can be used that will be a checklist for bidders to use to see if their idea addresses all the key elements. The idea is not to stifle creativity, but give bidders a clear understanding of what the fund can be used for so as to avoid having to reject ideas, as well as highlighting the work the council has done on identifying the type of projects that different local areas would benefit from. As part of this guide, case studies can be highlighted about projects which will help to encourage bidders to see what is possible.
- 2.7. An applicant checklist (**Appendix 3**) has been designed to set out helpful questions that someone putting together a proposal may want to consider.

Stage 2 – invitation to apply following feedback and submission of application

- 2.8. Following an expression of interest, officers will carry out an initial review of a proposal. This will involve assessing proposals against the three pass/fail criteria set out below. The applicant checklist will also be used at this stage as a guide as part of making an assessment as to whether the idea has the potential to be taken forward. Where a proposal has been found to meet the three pass/fail criteria and Officers believe the project has viability, bidders will be encouraged to put in a formal application.

Pass/Fail Criteria	Details
Reflect the aims and principles of the Community Vision 2030	A project will have to highlight which of the principles of the Community Vision it will contribute to and evidence at least three of the other principles it will support : <ul style="list-style-type: none"> • Tackling inequality

	<ul style="list-style-type: none"> • Supporting independence • Embracing Surrey's diversity • Supporting the local economy • Enabling digital revolution • Partnership • Creating a greener future including links to Surrey Climate Change Strategy • More joined up health and social care
Meet financial viability checks	<p>The fiscal element of proposed projects should be assessed to ensure they are:</p> <ul style="list-style-type: none"> • Compatible with capital funding regulations • In line with the different funding tiers of the fund • Financially sustainable beyond the initial funding period
Do not meet any of the restrictions set out for the use of the fund	<p>The Community Project Fund may:</p> <ul style="list-style-type: none"> • NOT be used to support political organisations or individuals; • NOT be used to cover ongoing revenue costs, including salaries; • NOT be used to replace withdrawn funding for existing projects; • NOT be used by local authorities, public sector bodies or private companies to achieve their statutory obligations; • NOT contravene any of the Council's agreed policies or priorities; • NOT be used to pay for a consultant to make an application to the fund on the applicants behalf; • NOT be used for retrospective funding

2.9. As part of the initial review of an expression of interest, 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 in order 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.

2.10. As part of the guidance for project proposals, those putting bids together will be encouraged to identify the extent to which they align with strategic and local priorities for Surrey by highlighting key strategies. They will also be signposted to use data and evidence published by the Council and elsewhere so that projects can display how they are addressing identified needs and issues.

2.11. 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

2.12. 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.

2.13. As part of formal applications to the Fund, projects will be expected to have carried out an Equality Impact Assessment and Environmental Sustainability

Assessment which will be reviewed as part of the scoring process.

Criteria to be scored against	Details
Deliverability	Projects should have a clear delivery plan in place and evidence of commitment from a group or organisation. A judgment would be made as to the capacity of the bidder to deliver the project and what level of support from the Council or others might be needed. Projects would need to evidence, unless with prior agreement that work would need to commence within 12 months of the decision of funding being awarded
Evidence community backing and wider community benefit	<p>Proposals will need to evidence support for a project, which can be responses gathered through the online platform, as well as other pieces of engagement or research that has been carried out. Proposals should include the backing/sponsorship of their local county member. Support can also be evidenced of backing from the parish council (where there is one), district member or other local community groups, organisations or clubs.</p> <p>Projects will need to demonstrate how it benefits, is accessible to the wider community and is inclusive. It should set out how it will encourage civic participation and people to volunteer, communities to take greater responsibility for local issues and encourage people to work together to address issues affecting the wider community</p>
Potential for leverage and/or additional resources	Evidence of additional resources (people or money) available from partners or volunteers to complement or match any SCC funding allocated through the CPF
Legacy	Projects should highlight the lasting and ongoing legacy they will provide for the community and the long term benefits from the use of the funding
Have measurable positive outcomes	Projects will need to have clear timescales, baseline position and intended outcome with measures. These measurable outcomes should outline how they will make a positive difference to people's lives, including promoting public health and wellbeing and the extent to which the project reduces deprivation and inequalities. This criteria will also consider the transformative impact that a project has on a community.
Environmental Sustainability	The project will need to set out how it ensures that long term its sustainability doesn't negatively impact on the environment.

Scoring

- 2.14. The process of scoring will be coordinated by officers within the Community Partnerships Team, with the scores requiring input from specific teams that will have detailed knowledge in the service area related to the aims of the project. For example, if the proposed project is designed to improve transport connectivity, the transport development planning team will be asked to provide their analysis of the proposal. Finance will also need to input into the review and scoring process to ensure that proposals meets the financial viability checks set out in the essential criteria.

Weighting

- 2.15. Outside the three 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
Reflect the aims of the Community Vision 2030	Pass/Fail	N/A
Meet financial viability checks	Pass/Fail	N/A
Do not meet any of the restrictions set out for the use of the fund	Pass/Fail	N/A
Deliverability	1 – 5	20
Evidence community backing and wider community benefit	1 – 5	20
Potential for leverage and additional resources	1 – 5	15
Legacy	1 – 5	15
Have measurable positive outcomes	1 – 5	15
Environmental sustainability	1 – 5	15

To be assessed at the initial review stage

- 2.16. 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. An example of what the scoring matrix could look like is included at **Appendix 2**.
- 2.17. For projects at least 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

- 2.18. 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 and score the minimum total which is set. 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.
- 2.19. The CPF Panel will consider applications that have made it to this stage and either make a recommendation on the decision to award funding to the appropriate delegated decision making to be agreed by Cabinet.
- 2.20. The CPF is comprised of a selection of Members from across parties (c. 4 or 5, including the relevant Cabinet Member or a suitable representative), 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.

- 2.21. 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.
- 2.22. Shortlisted applicants, at least of the medium to large projects, will be asked to provide a short presentation and answer questions from the Panel to assist with the decision process.

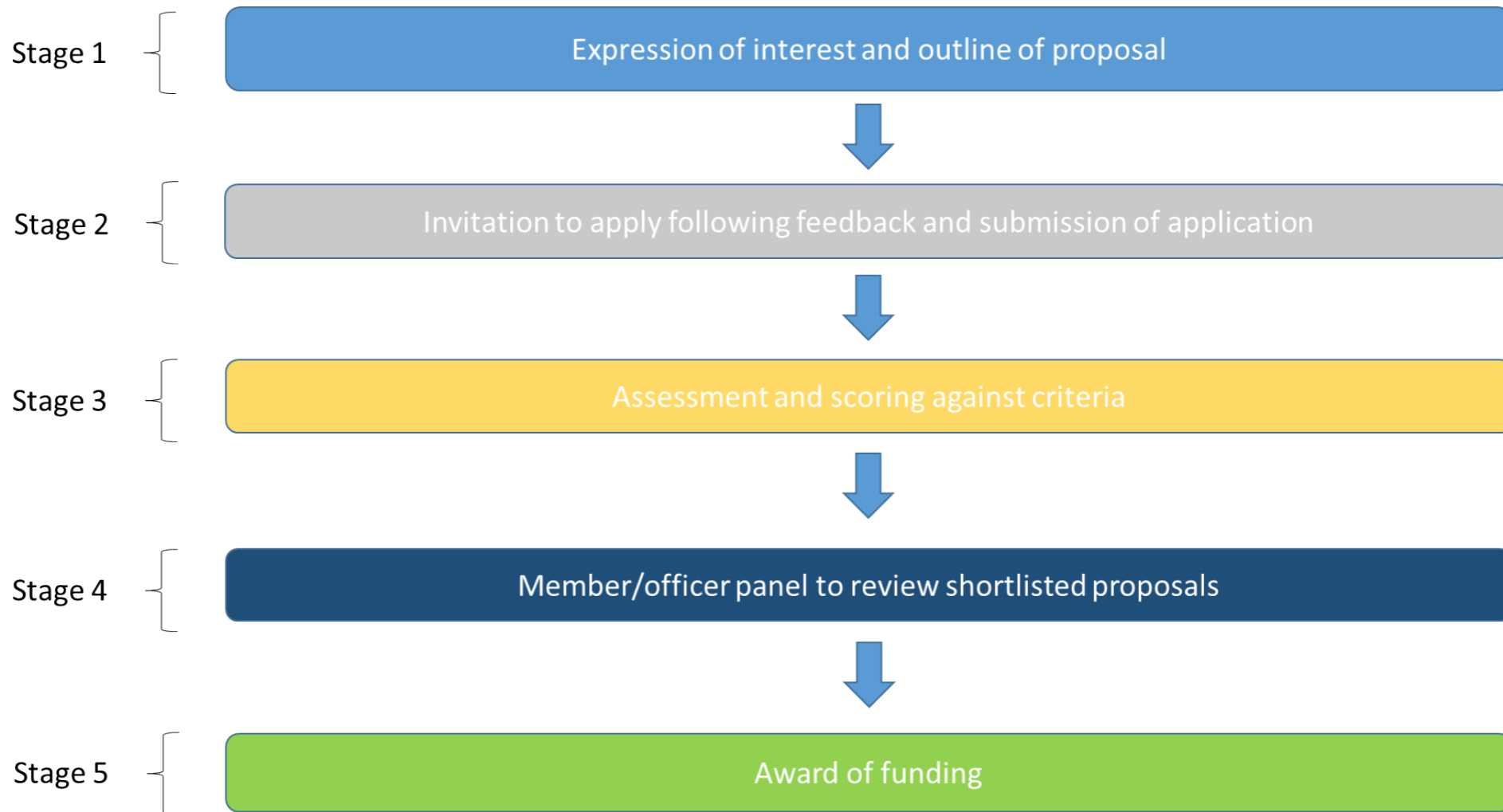
Stage 5 – Award of funding

- 2.23. 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.

3. Monitoring

- 3.1. An ongoing monitoring of the funding awarded will be necessary as part of a grant funding agreement to ensure that;
 - Actions can be taken if any concerns are identified
 - Fraud can be detected
 - Track that grants will achieve their intended outputs
 - Provide assurance that expenditure is within the eligible expenditure terms outlined in the grant agreement
 - Geographical distribution to ensure that projects are being funded across all parts of the county
 - Review how we are tackling deprivation and addressing community needs
- 3.2. As well as monitoring that the funding allocated is being used appropriately and projects are progressing, it will also be important to ensure the effectiveness of the fund. Reviewing the projects funded at the end of each window of funding will enable administering officers to assess the geographic location of successful (and unsuccessful) proposals, the types of groups making applications and the types of projects being funded. Engagement may need to be targeted depending on the findings of monitoring, including referencing this against data related to social deprivation in the County, to ensure funding is going to projects in these areas.

Appendix 1 – Project proposal process



Appendix 2 – Example of a scoring matrix that will be developed to score projects

Scoring Matrix – Project name:		Date of assessment:					Comments to support score given
Score	0	1	2	3	4	5	
Strategic fit and deliverability assessment							
Strategic Fit	No evidence of fit with any of the identified strategies	Reasonable fit evidenced with one identified strategy	Reasonable fit evidenced with more than one of the identified strategies	Excellent fit evidenced with one of the identified strategies	Excellent fit evidenced with more than one of the identified strategies	Excellent fit evidenced with the majority of identified strategies	
Score achieved							
Deliverability	No delivery plan, IPF, funding identified or group/council commitment in place. Serious barriers to delivery identified	No delivery plan in place, some barriers to delivery identified, some of which are major	Delivery plan in place, IPF supported but with some barriers to delivery identified, none of which are major	Delivery plan in place, IPF supported, group / council support evidenced with some barriers to delivery identified, none of which are major	Delivery plan in place, IPF supported, funding in place and evidence of group support for proposal with minor barriers to deliverability only	Detailed delivery plan in place, IPF supported, funding in place and recorded group commitment to proposal with no identified barriers to deliverability	
Score achieved							
People based assessment							
Impact on Service provision	The project has a negative impact on the provision of a service	The project will retain some service provision albeit at a lower level or standard than the current provision	The project seeks to safeguard the current level of service provision	The project seeks to extend the service provision in a limited way	The project seeks to extend the service provision in a substantive way.	The project seeks to deliver a service in a transformative way that adds value.	
Score achieved							
Impact on Deprivation and Inequalities (Closing the Gap)	The project increases deprivation and/or widens inequalities in Cornwall	The project does not impact on reducing deprivation and inequalities in Cornwall	The project has a minimal impact on reducing deprivation and inequalities within a specific area of	The project has a minimal impact on reducing deprivation and inequalities within multiple areas of	The project can close the gap in inequalities and/or deprivation within a specific	The project can close the gap in inequalities and/or deprivation within multiple areas of Cornwall	

Appendix 3 – Applicant checklist for the Community Projects Fund

APPLICANT CHECKLIST FOR COMMUNITY PROJECTS FUND APPLICATIONS

When you are completing the application form, use this checklist to make sure that you are addressing all the key elements:

1. **Title** – Have you made it specific and about what you are planning to do
2. **Your Project** – Be specific, don't describe what your organisation does – have you stated what it'll allow you to do?
3. Have you contacted your local councillor to get their input/backing?
4. Have you set out clearly how your project links to the principles of the Community Vision?
5. Have you evidenced how your project has a wider community benefit and how it is inclusive to all members of the community? If you are submitting a formal application to the fund, you will be expected to have completed an Equality Impact Assessment (EQIA) (link to a template to be provided when the checklist is published as part of the guidance for the fund)
6. Have you evidenced the need for the project (the gap in provision)? Consider questions such as; Have you got support from current users? Have you spoken to people who would use your facility if the improvements were made? How many more people would use the facility if the improvements were made?
7. **Financials** – Are you able to show evidence of need for the funding to complete your project, or can you evidence the percentage of your base budget this project will be?
8. If it is a larger project, have you specified which part of the project the application is for, and can evidence how you will be able to fund the entire project?
9. **Legal** – You need to evidence you have 15 years left on either your lease, or you have the freehold to the property and can evidence that you will maintain the project for 15 years +. Must have landowner's consent – letter/email for landowner indicating this. If it requires planning permission you need to have this in place
10. **Timescales** – Break the timescales down. Give timescales not just for the work but when the benefits will begin, e.g. when you'll achieve the objectives.
11. **Volunteers** – Will volunteers help to maintain the facility or help to bring new users in? Can you highlight how your project will encourage community participation?

- 12 Financial Sustainability** – How will the facility be maintained? Have you got funding in place in the short term, or long term?
- 13 Environmental Sustainability** – Have you set out how your project will ensure that it won't negatively impact on the environment, both in the short and long-term? If you are submitting a formal application to the fund, you will be expected to have completed an Environmental Sustainability Assessment (ESA) (link to a template to be provided when the checklist is published as part of the guidance for the fund)
- 14 Measurable outcomes** - a good bid includes statistics about how it is going to be used and increased – have you evidenced this clearly?