

Scoring Matrix (w/ scoring guidance)

Question	Criteria details	Scoring guidance (score 1-5)	Weighting
1. 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.	<p>We assess the project plan; costs; resources; time; management and maintenance plan; planning and permissions in place alongside all other documentation;</p> <ul style="list-style-type: none"> i. Is there a clear, comprehensive plan to deliver and have risks been adequately addressed? ii. Is there a clear plan to manage and maintain the project? iii. Are the timescales proposed for delivery sensible? iv. Does the finance information demonstrate the project is deliverable and sustainable? Have quotes been provided to justify all costs? v. Are there adequate and appropriate resources to deliver and run the project? 	30
2. 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.	<p>We assess the finances; accounts; other funding evidence; quotes; resources; constitution; partnerships and wider community alongside all other documentation;</p> <ul style="list-style-type: none"> i. Are volunteers included in the project proposals? ii. Has the project achieved other funding towards the project? iii. Are there any support networks or partnerships? iv. Is there a suitable organisation structure in place to deliver, manage and maintain the project? v. Is the project financially and commercially viable and value for money? 	17.5

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3. 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.	<p>We assess the needs assessment; evaluation plan; community engagement (including letters of support); financial information; management and maintenance plan alongside all other documentation;</p> <ul style="list-style-type: none"> i. Is it clear and evidenced who will benefit and how? ii. Is the evaluation relevant? iii. Are the benefits sustainable for at least 5 years? iv. Has adequate engagement been undertaken to corroborate who will benefit and how? v. Are >5 aims of the Community Vision for Surrey in 2030 met by this project? 	17.5
4. 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.	<p>We assess the support for the project; the needs assessment; surveys; CPB report; engagement undertaken, alongside all other documentation;</p> <ul style="list-style-type: none"> i. Are the community needs clear and evidenced? ii. Evidence of engagement with wider community. Assess the broadness of groups benefitting and/or any specific under-represented groups. Is the project adding something new and extending to the wider community? iii. Consider the amount of project support iv. Has the project made connections with other relevant organisations and/or partnerships? v. Any negative comments and/or objections? Are they significant enough to warrant a zero score in this criteria? 	17.5

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5. 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.	<p>We assess the evaluation plan; the project plan and risk assessment and the management and maintenance plan alongside all other documentation to assess environmental impact;</p> <ul style="list-style-type: none"> i. In construction ii. In use iii. Sustainability considered over project lifecycle and sustainable practices proposed? iv. Any environmental enhancements or innovation? v. Any negatives? Are they significant enough to warrant a zero score in this criteria? 	17.5

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