

Area Committee Projects Scoring Sheet

Area Committee

North Luton ♦ South Luton ♦ West Luton ♦ East Luton ♦ Central Luton*

Project Title:Reference No

Members Scoring :- Councillor

.....

.....

.....

Review Score

	Score	Maximum
1. Project Description		10
2. Project Justification		10
3. Project Community Needs & Outcomes		20
4. Project Equality issues		10
5. Project Social Inclusion		10
6. Project Evaluation		10
7. Community Support		10
8. Project Sustainability		10
9. Project Budget		10
Total		100

* Delete as appropriate

1. Project Description includes a summary of the project, project title and timescale [10 points]

10 - Excellent. - Application includes clear project summary, title and timescale.

5 - Average - Project defined but one or more required component(s) missing.

Give example

.....

1 - Poor - Minimal information provided.

0 - No project description included.

2. Project Justification clearly explains the relationship to one or more of the goals of Luton 2011 [10 points]

10 - Excellent. - The project clearly meets one or more goals described in Luton 2011 objectives.

8 - Good - The application shows how the project is clearly related to one or more of the Council's objectives.

5 - Average - Project goals are loosely related to the Council's objectives.

1 - Poor - No clear connection is made to the Council's objectives

0 - No project justification included.

3. Project Community Needs and Outcomes. Section describes identified need(s), how the need was determined, how the project is designed to meet the need, and how the outcomes of the project will be measured to demonstrate the impact of the program. [20 points]

20 - Excellent - Application describes clearly the target audience, the needs of the community, how the need was determined, how the project is designed to meet that need, and how the outcomes of the project will be measured and reported.

10 - Average. The target audience is described, but there is little supporting information about needs, how the needs were determined, and how the project will meet those needs.

2 - Poor. The target community is not clearly identified and the needs are not described.

0 - No information is provided about the project audience and outcomes

4. Project Equality issues [10 Points]

10 - Excellent – The project clearly outlines how it addresses equal opportunities and is underpinned with an equal opportunities policy.

5 - Average – The target audience is described but there is minimal information as to how the project really impacts on issues of equality.

0 No information is provided

5. Social Inclusion [10 points]

10 - Excellent – The project clearly outlines how it addresses social inclusion and demonstrates how those individuals and communities have been involved in the organising, planning and implementation of the project.

5 - Average – The target audience is described but there is minimal information to show their involvement in the project.

0- No information is provided

6. Project Evaluation is well defined and the project intended outcomes clearly explained. The plan for evaluation should describe the target audience, what need the program is designed to meet, how the target audience will benefit and information about how this will be measured. [10 points]

Intended outcomes should describe the impact the program will have on the community

10 -Excellent. – The evaluation plan and outcomes are well-defined and appropriate. The methods for collecting and measuring evaluation information are clearly described and are reasonable for the project.

8 - Very Good. Outcomes are described and there is some information about how the data will be collected.

5 - Average. The evaluation plan mentions intended outcomes and data collection process but details are minimal.

1 - Poorly defined and/or inappropriate.

0 - No information provided.

7. Appropriate information is provided to demonstrate Community Support. [10 points]

10-Community support is enthusiastic, appropriate and verified. There is clear interest and demonstrated support from necessary partners and/or project participants.

5 -Adequate information is provided to demonstrate community support of the project.

1 - Inadequate plan for sustaining the project.

0 - No information provided.

8. Project Sustainability - After this grant is awarded by the area committee what are the plans for sustaining the project in the future? [10 points]

10 -Excellent plan for sustaining the project. There is a sound plan for sustaining the project's activities, supported with documentation where necessary.

8 - Very good plan for sustaining the project. The plan is reasonable and appropriate but lacks either sufficient detail or supporting documentation.

5 - Adequate plan for sustaining the project.

1 - Inadequate plan for sustaining the project.

0 - No information has been provided.

9. Project Budget is accurate, verified and complete. [10 points]

10 - Excellent. The budget addresses all aspects of costs involved, and provides supporting documentation to verify costs. It also shows other sources of funding to bring the project to fruition.

8 - Very good. The budget addresses costs involved and provides some supporting information. The match is good.

5 - Average. Most costs are included but either verification is missing or weak or match is minimally described.

1 - Poor. Budget information is provided but significant information is missing.

0 - No budget information has been provided.

Documentation	Yes	No
Constitution		
Equal Opportunities Policy		
Audited Accounts		
Bank Statement		
Other documents		
Please specify		

Any other information required?

Chairs signature **Date**