BMSDC Grants – Communities
Scoring Matrix – Community Development Grant

Type of Project	
Applicant	
District	
Parish	
Postcode (**group, not contact**)	
Officer Assessing	
Project/costs covered	
Amount requested	£
Level of surplus achieved in previous financial year	£
Level of unrestricted reserves (request if not included)	£
Is the organisation eligible for funding	Yes/No
If required, does the project have planning permission?	Yes/No
Three key policies are in place	Yes/No (*conditional offer if No*)

A – Is it an eligible project? • Applicants can only make one application to the Community Development Grant per group of beneficiaries they support and cannot apply to Capital Grants for the same project or activity. • New project activities are not required. • Organisations can apply once for up to £10,000.	
Yes	
No	
Is the project Capital, Revenue, Pre-Project or Culture?	

B – Project (7)	
A project is not clearly outlined.	0
A project is described but not in detail.	2
A clear and cohesive project has been detailed.	4

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C – Need Identified (8)	
No clear or limited need articulated or addressed.	0
Some need has been articulated or addressed, anecdotally.	3
A clearly understood need has been identified, articulated and addressed.	6
A clearly understood need has been articulated, addressed, and evidenced through surveys, consultation or feedback provided.	9

D – Project Beneficiaries (9)	
The applicant has provided no or limited details of what benefits the project will deliver to their community.	0
The applicant has provided a description of what benefits the project will deliver to their community, and the number of beneficiaries.	3
The applicant has provided a detailed description of what benefits the project will deliver to their community, and the number of beneficiaries.	6
The applicant has provided a comprehensive and detailed description of what benefits the project will deliver to their community as well as a detailed breakdown of beneficiaries/service users.	9

E – Priorities (10) (Revenue, Capital, Pre-Project)	
The applicant does not select which Council priority their project aligns to.	**0**
The applicant selects which Council priority their project aligns to.	2
The applicant selects which Council priority their project aligns to, and it is clearly evidenced within and throughout the application.	4

E – Priorities (20) (Culture)	
The applicant does not align their application to Babergh District Council's Culture, Heritage and Visitor Economy Strategy.	**0**
The applicant links their application to Babergh District Council's Culture, Heritage and Visitor Economy Strategy.	2
The applicant aligns their application in detail to one or more themes of Babergh District Council's Culture, Heritage and Visitor Economy Strategy.	4

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F – Outcomes and Indicators (11)	
None or limited outcomes and indicators provided, or it is unclear how the outcomes identified will provide benefit.	**0**
Outcomes are identified with alignment to political priorities and project activities. Indicators are not specific enough to be measurable.	2
Outcomes and indicators are well written with alignment to political priorities and project activities, they are specific enough to be observable and measurable and capable of being assessed. They are broad enough so as not to limit flexibility in achieving them and they are realistic given available time and resources.	4

G – Costs (13)	
It is unclear how the funding will be used and no breakdown of costs have been provided.	**0**
Total figures and costs have been provided, but no breakdown and copies to evidence breakdown are not included.	2
Total figures and costs have been provided with a detailed breakdown of costs. Copies of quotations have been provided where appropriate.	4

H – Funding Package (14)	
It is unclear how the project will be funded.	**0**
The funding package identifies a shortfall with no clear plan on how this will be addressed.	2
The full funding package is detailed, this may include decisions pending for other funding applications.	4

J – Additional Documentation (15)	
Have accounts been provided?	
If applicable, have quotes been provided?	
Have any additional required documents been provided?	
Officer Comments:	

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K - Quotes (Capital Only) (17.3)	
How many quotes have been sourced?	
If not two, what is the reasoning?	
Officer Comments:	

L – Timeline (12)	
Stated project start date:	
Is this target evidenced and achievable (YES or **NO**)	
Officer Comments:	

TOTAL SCORE (out of 38)	
Has the application scored above 50%?	
Conclusion and Officer Comments (inc. reserves)	
Comments from Economic Development/Arts and Culture Lead	