

Worcester City Council

Community Services

Community Grants Criteria

1. Introduction

Through the development of the City Plan, Worcester City Council aim to create a successful, vibrant and sustainable Worcester. To support the delivery of the City Plan, Worcester City Council has set aside a Community Grants pot to support organisations delivering services on the front line of our communities. The Grants Criteria will outline the priorities and approach for the funding of charities and organisations.

2. Aim

- 2.1 The criteria aims to ensure the best use of limited funding to help support the delivery of quality projects through a fair and transparent process.

3. Scope

- 3.1 Funding is available to community groups, charities and voluntary sector organisations working across the city of Worcester. The Community Grants funding is split between small and medium grants pots with the funding available to support new projects.

4. Eligibility

- 4.1 The application must be received from a community, voluntary or charitable organisation. Community Grants are not available to individuals so a group must be formed to apply for funding.
- 4.2 The project must benefit people who live within the city of Worcester. The project must be a separate activity with measurable outcomes as opposed to usual business operations and costs such as salaries, rent and utilities.
- 4.3 The application must be made for new project funding, existing projects will not be funded.
- 4.4 The applicant must be able to commit a match funding amount to the project. This means that every £1 applied for in grant funding must be matched by an amount of in-kind donations (cash, services, free products or volunteer time).
- 4.5 More than one application can be completed at any one time. Each application must be for a different project. The applicant is able to apply for both small and medium grant funding, but the applications must be for separate and distinct projects.

5. Criteria

- 5.1 Each application received for either small or medium grant funding will be reviewed and scored in accordance with the criteria set out in this document. The scoring will be conducted by the Worcester City Council Grants Panel. The Grants Panel is currently made up of three Councillors, one Community Partner and two Officers. Each funding theme will be scored individually from 0-5 (low-high) with the overall scores determining whether an application should be funded. An Officer will lead the Panel as Chair with another Officer responsible for the administration therewith. Neither the Chair nor the Officer responsible for the administration of the Panel will score applications.

Scoring Criteria

| Letter | Criteria | Description |
|--------|--------------------------------|---|
| A | Strategic fit | The applicant will be required to identify the extent to which the project meets the Worcester City Plan 2016-2021 and the needs of the local community overall. This may also include how your project aligns with other key local strategies. If the project connects more people to opportunities in the areas of learning, skills, training and employment, please detail how this will be achieved. For example, how will individuals be empowered with the capacity and skills to enable them to better identify their needs and play a fuller part in contributing to their own development? |
| B | Project structure and outcomes | The applicant will be required to demonstrate that the project has a clear purpose, with measurable deliverables. For example, what is the project hoping to achieve and how far does it meet the outcomes? |
| C | Need | Detailed evidence will need to be provided which shows a local demand for this activity/project. The evidence should also include any consultation with local people and partner organisations that has taken place, where possible. |
| D | Added value | The project should add value or strengthen current or future local services or projects. For example, does the project remove barriers to existing services or does the project fill a required gap identified by a current service or organisation? |
| E | Measurement and impact | The applicant will be required to show that they have adequate mechanisms in place to generate information that allows assessment of progress, achievements and impacts of the project. For example, please detail what affect the project will have on the most deprived or disadvantaged groups in society and how this impact will be measured? |
| F | Capacity | The applicant will be required to demonstrate that they have the people, skills and resources in place to the deliver the project. |
| G | Value | The applicant will be required to demonstrate that the project costs are reasonable and represent value for money. |
| H | Exit plan | What action will be taken to ensure that the project will be sustained after the initial funding has ended? |

6. Monitoring, Assessment & Review

6.1 This Criteria will be reviewed frequently.

ENDS