

TOWN TEAM GRANT CRITERIA – TOWN CENTRE INITIATIVE – ASSESSMENT MATRIX



TOWN TEAM	
NAME OF INITIATIVE	

Available Grant Funds	\$
Requested Funds	\$
Has fully completed the application form?	Yes No
Eligible based on the above?	Yes No

Assessment Criteria	1	2	3	4	Score
I. Outline the funding required and how it is intended to be spent	No explanation of the funding required and/or how the funding will be spent	Some explanation of the funding required and/or how it is intended to be spent	A detailed explanation of the funding required and how its intended to be spent	A detailed explanation of the funding required and how it is intended to be spent including an itemised breakdown of the expenditure and estimated timeframes	
II. Demonstrate how the initiative is consistent with the Town Team Action Plan/Strategic Document/Urban Principles	Little to no explanation of consistency with the Town Team Action Plan/Strategic Document/Urban Principles	Some explanation of how the initiative is consistent with the Town Team Action Plan/Strategic Document/Urban Principles	Comprehensive explanation of how the initiative will contribute to the completion of an action within the Town Teams Action Plan/Strategic Document/Urban Principles	Comprehensive explanation of how the initiative fully completes a specific action within the Town Team Town Team Action Plan or Strategic Document	
III. Demonstrate support from the local resident and business community	Little to no relevance to the local resident and business community	Moderate relevance to the local resident and business community – some demonstration of community support or explanation of relevance	Strong relevance to the local resident and business community – demonstration of community support or comprehensive explanation of relevance	Strong relevance to the local resident and business community – demonstrated of community support <u>and</u> comprehensive explanation of relevance	
IV. Demonstrate the benefit of the initiative to the performance of the town centre	No explanation of how the initiative benefits the town centre	Some explanation of how the initiative benefits the town centre	Some explanation of how the initiative benefits the town centre with reference to Town Centre Data or Best Practice documentation and link to an evaluation strategy	Comprehensive explanation of how the initiative benefits the town centre with reference to town centre data or best practice documentation with a clear link to an evaluation strategy	
V. Outline how the performance of the initiative will be measured and the performance level that will need to be met in order for the initiative to be considered a success. Demonstrate your method of measurement	Has not demonstrated an evaluation strategy. Outcomes not measurable	Has provided a brief evaluation strategy, but outcomes are not measurable	Has identified measurable outcomes able to be supported by data	Has an evaluation strategy with at least 3 measurable outcomes. Data collection methods have also been outlined	
VI. Demonstrate that the town team has the capacity to deliver the initiative	Organisation has no experience delivering similar initiatives, has no other funding income, and is unlikely to be able to deliver the initiative	Organisation has some capacity although doubts remain about ability to deliver the initiative	Organisation has strong capacity to deliver the initiative	Organisation has a history of delivering similar initiatives, has other funding sources, and has strong capacity to deliver the initiative	
TOTAL SCORE				/24	
PERCENT				%	
TOTAL \$				\$	

A minimum percentage score of $\geq 85\%$ is required in order to obtain the requested funding. Where scores $< 85\%$ are achieved the applicant is encouraged to request assistance and resubmit in line with the table below:

Percentage Score	Available Assistance	Application
85% - 100%	No assistance required	Application accepted – funding granted
71% - 84%	Place Management to provide guidance – areas to improve/ additional information required	Additional information to be submitted as an addendum to the original application
60% - 70%	Place Management to provide guidance – areas to improve/ additional information required	Applicant to resubmit application
< 60%	Place Management to provide high-level feedback	Applicant to review validity of application

Comments:

Date:

Amount of Grant:

Responsible Officer:

Approved:

Yes

No

Manager Policy & Place:

Signed: