

## TOWN TEAM GRANT CRITERIA – SUSTAINABLE TOWN TEAM – 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 contributes to the town team becoming a more sustainable entity that diversifies its funding streams and resources	Little to no explanation of how the initiative contributes to sustainability	Provides some explanation of the initiative and how the it will contribute to diversifying the town teams funding streams and resources	Provides a clear outline of how the initiative will contribute to diversifying the town teams funding streams and resources which is linked to an evaluation strategy	Provides a clear outline of how the initiative will contribute to diversifying the town teams funding streams and resources in line with a long term strategic plan (Town Team Strategic Plan) which is also linked to an evaluation strategy	
III. 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 three measurable outcomes. Data collection methods have also been outlined	
IV. Demonstrate the town teams capacity to deliver organisational improvements	Town team has no experience delivering organisational improvements	Town team has provided examples of organisational improvements made in the past but with little similarity to this proposal	Town team has provided examples of organisational improvements that contribute to the town team's sustainability that are similar to the proposal	Town team has a history of delivering organisational improvements that contribute to the town team becoming a more sustainable organisation and/or clearly demonstrates they have the capacity to deliver the improvement. The proposal has other funding sources. The town team has provided referee/s that can substantiate their ability to deliver	
			<b>TOTAL SCORE</b>	<b>/16</b>	
			<b>PERCENT</b>	<b>%</b>	
			<b>TOTAL \$</b>	<b>\$</b>	

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:

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Date:	
Amount of Grant:	
Responsible Officer:	
Approved:	Yes      No
Manager Policy & Place:	
Signed:	