1. Scoring matrix – Community Funding Scheme – Streams 1-4

| **Categories** | **Negative** | **Neutral** | **Positive** |
| --- | --- | --- | --- |
| 0–3 | 4–6 | 7–10 |
| **Detailing your project (40%)** | * Start or end date are not within the allocated timeframe for projects
* Brief description does not describe the project’s purpose
* Aims are not clear or appear unachievable
* Community benefits are not clear or appear unachievable
* Application does not address any of the community wellbeing priorities
* Project is outside of Shire boundaries
* Application does not adequately describe the link with funding stream
* Activity/project does not link with strategic priorities/plan
* Activity/project will only benefit applicant
* Minor increase in community activity likely
* Project benefits a State owned/State managed asset (where applicable)
* Projects related to proposed changes to community assets not discussed or adequately detailed
* No community support detailed.
* No endorsement from local community
* No engagement or collaboration with local community
 | * Brief description does not fully describe the project purpose
* Aims are clear and there is a link between the what the group are going to do and what they want to achieve
* Benefits are somewhat clear
* There is some community benefit demonstrated in the outlined aims
* Application is likely to have positive outcomes for at least one community wellbeing priority; little or no detail provided
* Application somewhat describes the link with funding stream
* Application makes some broad links to strategic priorities/plan
* Activity/project will benefit applicant and other group(s)
* Moderate increase in community activity likely
* Project benefits a State owned/locally managed asset (where applicable)
* Projects related to proposed changes to community assets somewhat detailed
* Small degree of community support detailed
* Some endorsement from local community confirmed
* Some engagement or collaboration with local community planned
 | * The brief description clearly states the project’s purpose
* Aims and benefits are extremely clear and there is a strong link between activities and outcomes
* There is strongly demonstrated community benefit in the outlined aims
* Application effectively addresses at least one community wellbeing priority and includes a clear rationale of why the project is needed and how it will help
* Application effectively describes the link with funding stream
* Application specifically refers to guidelines and strategies as key reference documents and planning tools for activity/project
* Activity/project will benefit many groups/town(s)/shire
* Significant increase in community activity likely
* Project benefits a Council owned/community managed asset (where applicable)
* Projects related to proposed changes to community assets thoroughly detailed
* High degree of community support detailed
* High degree of endorsement from local community
* Significant engagement or collaboration with local community planned
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| **Demonstrating good project planning (25%)** | * Application does not use Council’s project panning template
* Application lacks clarity when describing tasks to be completed
* Little project planning demonstrated via unrealistic timeline and incomplete list of tasks
 | * Application uses Council’s project panning template
* Application shows a logical and coherent list of tasks to be completed
* Good project planning is demonstrated via realistic timelines, and a clear and accurate list of tasks to be completed
 | * Application uses Council’s project panning template
* Application clearly articulates all tasks in a logical order describing how the project will be completed
* Excellent project planning is demonstrated via realistic timelines.
* Aims and outcomes are closely linked to delivering the tasks
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| **Considering potential project risks (10%)** | * Have not considered required permissions or permits
* No plan in place regarding the need for Public Liability Insurance
* Have not identified any relevant potential project risks
* Have not identified how to manage or mitigate any risks
 | * Have put some thought into obtaining the required permits and permissions
* Have an adequate plan for the obtainment of Public Liability Insurance
* Have identified some potential relevant project risks
* Have identified how to manage or mitigate some risks but more work is needed
 | * Have thoroughly planned for the obtainment of required permits and permissions including commenced the process
* Have Public Liability Insurance in place or a strong understanding of what will be required to obtain it
* Have identified a range of relevant project risks
* Have effectively identified how to manage or mitigate all identified risks
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| **Demonstrating a realistic project budget (25%)** | * Application does not use Council’s budget template
* Budget does not account for all aspects of activity/project
* Applicant contributing no funds or in-kind contribution
* Applicant has not sought additional funding sources (sponsors, other grants)
* Activity/project costs exceed project value
* Activity/project will require ongoing funding
* Have repeatedly received Council funding
 | * Application uses Council’s budget template
* Budget accounts for most aspects of activity/project
* Applicant contributes some funds or some in-kind contribution
* Applicant has sought additional funding
* Activity/project costs are relative or equal to project value
* Activity/project has no or negligible ongoing expenses
* Some demonstration of previous successful acquittal of funding to implement projects
* Have received some Council funding
 | * Application uses Council’s budget template
* Budget comprehensively accounts for all aspects of activity/project
* Applicant contributes substantial funds or in-kind contributions
* Applicant has sought a variety of additional funding sources (sponsors, other grants)
* Project value exceeds the activity/project costs
* Activity/project will generate income to offset expenses
* Demonstrated receiving substantial funding and successfully acquitting funding
* Have not received a lot of Council funding
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| **General considerations**  | * Application is completed with little attention to detail
* Some questions not answered and/or answers do not adequately address criteria
* No supporting documentation provided
 | * Application is complete with good attention to detail
* Applicant answers all questions but does not consistently address criteria
* Some documentation provided
 | * Application is completed with excellent attention to detail
* All questions answered and applicant consistently addresses criteria
* All necessary documentation provided: quotes, letters of support and if required: plans, permits, approvals etc
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