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 |
| **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 |
| **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 |
| **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 |
| **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 |