



**WAVERLEY COMMUNITY
PARTNERSHIP**

**ASSESSMENT OF APPLICATION
2010/11**

ORGANISATION NAME _____

CHECKLIST

*please
tick*

Application	The application has been fully completed in the format requested and signed & dated	
	Is any further information required	
	The organisation is prepared to sign a partnership agreement and provide relevant monitoring and financial records with good data quality	
Status	The organisation is a charity, voluntary or a partnership organisation and run on a not-for-profit making basis	
Structure	The organisation has a constitution	
	There are identified postholders and officers	
	The organisation's aims and objectives are commensurate with the Council's	
Management	The organisation has clear and appropriate policies in relation to the activities they are undertaking such as child protection, equality & diversity, health & safety etc.	
	The accounts have been properly audited or independently verified as appropriate.	
	The organisation has appropriate levels of insurances in relation to the activities they are undertaking.	
Partnership Agreement	Has the organisation met, or is on target to meet, the agreed conditions in the partnership agreement including appropriate performance monitoring?	
	Has Waverley's grant been acknowledged/publicised in the current year?	
	Are there any areas of concern relating to the organisation delivering the proposed work?	
Financial Assessment	Undertaken by accountants	
Reserves/Funds	Does the organisation hold any general reserves/funds?	
	If yes, does the organisation have a written reserves policy providing a clear statement on why they are holding their level of reserves?	

Criteria Score Score each criteria 0 - 5

5 for a high score **3** for a medium score **1** for a low score

Indicator	Score 0 - 5
Value for money in relation to the size of grant requested – output/outcomes in relation to cost	
Degree of priority of the service provided in relation to Waverley's Corporate Plan priorities	
Extent to which the organisation has met the agreed activities in the Partnership Agreement	
Overall performance of the organisation in the previous year	
Extent to which organisation has sought to identify and secure other sources of funding	
Clear, feasible details of how the money will be spent or, if appropriate, a project plan with costs for the next financial year taking into account the Council's advice that applications should be at a level no higher, and preferably less, than the amount awarded in 2009/10	
Total Score	

RECOMMENDATIONS

Total grant awarded 2009/10

£	
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Total grant requested 2010/11

£	
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Total grant recommended 2010/11

£	
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Please give a brief summary of the grant assessment and reasons for the recommendation:

Assessment Officer _____ Date of Assessment _____