

## Thriving Communities Commissioning Fund Assessment Criteria and Overview

### Understanding the assessment criteria and overview

This document allows applicants to understand how our assessment panel assess an application against our stated criteria. It provides applicants with some general prompts that we consider when reaching a recommendation on an application and explains the process we use to calculate our final score.

### Assessment Panel

The Panel will be chaired by the lead Member for Community Services alongside representation from a nominated Overview & Scrutiny Services representative, the Waverley Community Services team, Surrey County Council's commissioning team and NHS commissioning services. This multi-partnership approach gives insight to how we maximise funding to the greatest outcome for our communities and avoid duplication.

### Note on eligibility

We can only assess eligible applications so we will check that your application meets the eligibility criteria first. As part of our assessment process, we may contact you and ask you to provide further information. In brief, any projects commissioned through the scheme must:

- Be run by a not-for-profit organisation. This would include a registered charity, company limited by guarantee, community interest company, charitable incorporated organisation, community-based organisation
- Be delivered by locally based organisations
- Benefit residents living in the borough of Waverley in Surrey

More information on eligibility can be found on the Application Guidance

### How we score eligible applications against assessment criteria

We have designed the Thriving Communities scheme to allow us to make fair decisions. We are also committed to being open and honest with you about how we assess your application.

We assess each eligible application against 10 assessment criteria which broadly correspond to the questions in the application form. Our assessors use their expertise, judgement, and the evidence in your application to come to an overall score out of 50. Marks will be available for each criterion, with some criteria being "weighted" so more marks are available for a successful answer.

Applicants are expected to answer all questions in the Application Form. If an applicant does not answer a question or provides an extremely limited answer, they will be scored 0 against the respective criterion.

For example, there are 8 marks available for the “Responding to Need” criterion which relates to Question Three.

An *outstanding response* (8/8) would clearly and concisely articulate evidence (of sufficient depth and quality) that the activity applied for met local need, using the Commissioning Guidance alongside further information from resources such as Surrey, examples of best practice, outcomes of community consultations you may have undertaken and case studies you have gathered.

A *response that did not meet the criterion* (0/8) would be extremely limited, with little or no evidence presented of local need. This application will be disqualified regardless of marks against other criteria (as an application that scores a 0 in any area will be disqualified from the process).

Where an application is received from an organisation that is currently funded through the Thriving Communities Commissioning Fund 2022-2025, their monitoring information and overall performance will be considered by the assessment team as part of the overall process.

The assessment panel may also use local insight and intelligence as part of the assessment.

This is a fixed funding provision and therefore the projects awarded funding will depend on the number, scope and quality of applications submitted. To ensure an appropriate balance of funded projects, consideration will also be given to the range of projects, geographical spread and type of beneficiaries and project priorities, to ensure a range of people and projects will receive support.

| Question         | Criteria                             | Question/Section name   | Marks available |
|------------------|--------------------------------------|---|-----------------|
| <b>Section 1</b> | Technical – your organisation        | Your Organisation and Contact Details                         | 1               |
| <b>Section 1</b> | Technical – your aims and objectives | Describe the overall aims and objectives of your organisation | 3               |
| <b>Section 3</b> | Your project                         | Describe the project you are seeking funding towards          | 8               |
| <b>Section 3</b> | Responding to need                   | Describe the need for the project                             | 8               |

|                  |                                    |  |                  |
|------------------|------------------------------------|--|------------------|
| <b>Section 3</b> | Waverley's strategic priorities    | Explain how the project meets the Council's priorities   | 5                |
| <b>Section 3</b> | The commissioning priorities       | Explain how the project meets one of the commissioning priorities  | 5                |
| <b>Section 3</b> | Positive changes                   | What positive changes will the project make to people's lives?   | 7                |
| <b>Section 3</b> | Monitoring information and success | What information do you/will you gather to monitor the project?  | 3                |
| <b>Section 4</b> | Your budget                        | Financial details and accuracy of figures  | 4                |
|                  | Technical                          | Overall judgement of other information and the project - geographical spread/population cohorts/number of beneficiaries/previous project delivery/local intelligence etc | 6                |
|                  |                                    | <b>Total marks available:</b>  | <b><u>50</u></b> |

### **The 10 assessment criteria**

We will assess your application by taking account of the following:

#### **Technical – your organisation (1 mark) and your aims and objectives (3 marks)**

To help us better understand an application, as part of the process we need to know an organisation's details, how we can contact you and information about what the organisation does as a whole. We need to ensure that any commissioned activities give due regard to safeguarding, risk, financial management and other associated policies.

Although we will fund identified projects we would like to know about the overall services that an organisation delivers. We aim to support organisations whose services are commensurate with our strategic priorities and vision.

Key elements that will be used to mark this assessment criteria are:

- Information is accurate and details provided are complete
- The organisation's services are commensurate with the Council's priorities
- Organisations have the appropriate policies in place

#### **Activities and services (8 marks)**

The Thriving Communities Commissioning Fund supports specific projects for people who have higher needs, or who are more vulnerable or who are disadvantaged will

want to access them. Assume we know nothing about the project you are seeking funding towards and answer as fully as possible.

Key elements that will be used to mark this assessment criteria are:

- Clear, concise detail about the project
- How innovative and transformative the project is
- Whether the project supports people with higher needs, who are more vulnerable or who are disadvantaged.

### **Responding to need (8 marks)**

Commissioned organisations will be required to demonstrate how the project responds to people's needs in their local area. Part of this will be referencing the Market Position Document as well as other sources. This is designed to act as a guide and further information from different sources will strengthen your application. We want to know that there is a clear, identified need for activities or services and that people who have higher needs, or who are more vulnerable or who are disadvantaged will want to, and be able to, access them.

Key elements that will be used to mark this assessment criteria are:

- Reference to the Market Position Document
- Local data – information from Surrey, Census, the Social Prescribing team etc
- Local measures of need – surveys, consultations etc
- Area/scope of the project – different areas within the borough have different characteristics. Does the project respond to a specific local need?
- Added value – Are there other projects/services/activities that are responding to the needs your project is designed to address? How is your project different?

### **Aligned with Waverley's strategic priorities (5 marks)**

Organisations will have their own strategic or corporate priorities that drive their approach. A key part of evaluating a potential application will be ensuring that the project you are seeking funding towards is in line with the council's strategic priorities.

Key elements that will be used to mark this assessment criteria are:

- Evidence that the proposed project meets the Council's strategic priority to be "a more inclusive borough" and any of the other 4 priorities will be used to assess this criterion.

### **Achieving the commissioning priorities (5 Marks)**

The four commissioning priorities are naturally broad and there will be many ways to achieve them. Please explain how the project you are seeking funding towards meet the priority you are applying to.

A key part of a successful application will be to demonstrate how a project will meet a particular priority and the evidence that a project meets given outcomes.

Key elements that will be used to mark this assessment criteria are:

- How and to what extent the proposed project meets one commissioning priority

### **Positive changes (7 Marks)**

It is important we commission projects that achieve real outcomes and changes to people's lives for the better. When people attend activities and use services, they must achieve a notable benefit. This criterion is also about the wider benefits or outcomes a project might bring to the local community.

Key elements that will be used to mark this assessment criteria are:

- The benefits to the community of a particular project
- Innovation

### **Monitoring information and success (3 marks)**

The aim of the Thriving Communities Commissioning Fund is to support people who have higher needs, or who are more vulnerable or who are disadvantaged. We want to know whether the project you are seeking funding towards will improve their lives. We want to know how you feel you will measure that improvement and success. Funding Agreements will set out specified outcome measures and monitoring information required.

Key elements that will be used to mark this assessment criteria are:

- Consideration of success measures
- Use of recognised success measures

### **Your budget (4 marks)**

It is important the Council spends public money to achieve high quality outcomes for residents that offer value for money. Our aim is to support the operating and running costs to deliver specific projects. You have the opportunity to provide a budget with your application, which we expect will provide further detail of costs and income.

Key elements that will be used to mark this assessment criteria are:

- Value for money
- Accuracy of information provided

### **Technical - value for money (6 marks)**

The assessment process endeavours to ensure that commissioned projects provide the maximum impact for the funding provided. This criterion covers a holistic assessment of the application.

Key elements that will be used to mark this assessment criteria include:

- Details of what the funding will cover
- Success measures proposed
- Spread – geographically, type of activities or services, beneficiaries
- Number/frequency people benefiting
- Financial details of the project applied for
- Financial details of the organisation applying (eg level of reserves)
- Innovative and transformative projects
- The delivery of projects by organisations that received funding through the Thriving Communities Commissioning Fund 2022-2025.
- Local insights and intelligence.

### **Note to applicants**

The content of the Application Form will be used as the basis for scoring your application, therefore please ensure you answer the questions as fully and accurately as possible using the Application Guidance. Please do not make assumptions that the assessors know about your organisation or the project you are seeking funding towards.

Please note where there is a word limit against a question.

We can provide advice on the application process and whether your project meets the criteria for funding.