

Communities Investment Fund 2018/2019: Guidance for Panel

How it works

- Ward based grant panels will meet once in each funding cycle
- Panel membership will need to be arranged in advance by the Action Partnership
- There should be a minimum of 4 people on the panel, and community representation should be maximised.
- Panel meetings will be chaired by a pre-agreed elected member for that ward. Officer support for the panel meetings will be available.
- Panel members will receive papers one week in advance of meeting.
- Panel members will discuss funding applications and score them individually using the questions below. Individual scores will then be combined to an overall score for the project.
- Recommendations from the panel at ward level will then be signed off by the Chair or the Local Action Partnership lead by email.
- The Community Planning Partnership team will collate decisions from all Local Action Partnerships and prepare a report for consideration to the Strategic Policy and Resources Committee for a final decision on awards granted.

Please complete the below scoresheet and pass to the supporting officer who will combine the scores and retain comments for future reference. Comments and scoring from the panel will be kept anonymous.

Section 1: About the Project	No=1	In Part=2	Mostly=3	Yes=4
Does the project take place within the agreed ward boundary area?				
Is the project community led?				
Does the applicant present a well thought out project?				
Does the project have a well-defined and realistic budget between £3000-£50000?				
TOTAL SCORE FOR SECTION 1				
Additional Comments:				

Section 2: The Project and Local Priorities	No= 1	In part=2	Mostly=3	Yes=4
Does the project respond to ward priorities, as set out in the local action plan for your area?				
Which priorities does the project meet? Indicate all that apply.				
Developing Transport solutions	Supporting families	Increasing participation		
Empowering Young People	Improving access to services	Improving skills & employment		
Improving the Environment	Proving Community Activities	Other:		
Developing Digital Skills	Improving Health and Wellbeing			

Will the project make a positive impact on the locality, including tackling inequality?				
Does the project meet a need that is not currently being met?				
Will the project help build capacity in the area in the longer term?				
TOTAL SCORE FOR SECTION 2				
Additional Comments:				

Section 3: Impact of the project				
What does the project do to make a positive impact on the locality, including tackling inequality? Insert comments here:				
	No= 1	In part=2	Mostly=3	Yes=4
Does the project seek to engage others in the community?				
Will other people in the community benefit from the project?				
Does the project involve partners?				
Do you think the project represents good value for money?				
TOTAL FOR SECTION 3				
Any other comments? (e.g. track record of group, concerns, queries etc)				

Scorecard:

Section	Score
Section 1: About the Project	
Section 2: The Project and Local Priorities	
Section 3: Impact of the Project	
OVERALL SCORE	

