

Your Project Name

Funding requested	FY 24/25	FY 25/26	FY 26/27	Total funding requested
	£	£	£	£

Stage 2 Questionnaire – To be completed by Second Stage (Shortlisted) applicants ONLY

Section 1: Scored Questions
Question
<p style="text-align: center;">1. <u>Project Delivery</u></p> <p>Please provide a delivery plan using the Project Delivery Plan in Annexe 2 including key deliverables, staff and timescales. Please also provide details of:</p> <ul style="list-style-type: none"> a. The scale and reach of your proposed project e.g. how many people it may potentially reach, will they be from all over Lichfield district or a smaller, specific area within the district? b. Any available evidence to show what needs your project will meet and how and include any relevant insight to local needs. <p>The project delivery plan will also be used to assess how the project addresses and impacts the outcome applied for.</p>
<i>Q1 Maximum 1000 words</i>

2. Key Outcomes – Monitoring and Reporting

Please refer to Lichfield District Councils' 4 strategic plan outcomes as set out on pages 4 and 5 in the Prospectus and state which outcome your project will deliver and identify any additional contribution that will be made to any of the other strategic plan outcomes. Please also detail:

- a. What the expected outputs and outcomes for the project are
- b. Any performance measuring systems or tools that are in place
- c. Any performance reporting that has or could be provided
- d. Identify any partners that may be involved and describe each organisation's responsibilities
- e. How you will know whether the project has addressed the outcome and the impact it will have – e.g. what would success look like?

Q2 Maximum 1000 words

3. Value for Money

Please identify the added value brought by your organisation and project through other funding and/or activity. You may already have a base in Lichfield district with knowledge and experience of working with a specific customer group, you may have volunteers/staff working on complementary projects. Your project may give added value to other services and be able to demonstrate that it can deliver 'more for less'

In the event that the funding is oversubscribed please give details as to whether your project/activity could be scaled down with less funding available.

Q3 Maximum 1000 words

4. Supporting Strategy

Please identify how the project meets and supports cross cutting strategy and regulatory frameworks such as how the project:

- a. Impacts and supports Strategic Plan objectives
- b. Involves collaboration with other VCS groups
- c. Evidences need within a specific group or locality
- d. Focusses on preventing problems and early identification rather than reacting to them

- e. Works to try and address the source of the problem or signpost to others who can help
- f. Involves collaboration with relevant statutory agencies
- g. Reduces reliance on public sector support including Lichfield District Council
- h. Promotes personal responsibility, independence and self-reliance
- i. Encourages and promotes volunteering
- j. Makes use of assets available to us in Lichfield district and creates a positive legacy for the local area

Q4 Maximum 1000 words

5. Sustainability

Please identify whether the project will continue after this funding has ended.
If Yes, how any ongoing costs will be met and if No, what your Exit Strategy will be.

We are not looking for detailed proposals here but an indication that this has been considered and thought through. What will happen to your staff, volunteers, resources and materials? What will happen to your project participants/beneficiaries? What will its legacy be?

Q5 Maximum 1000 words

Section 2: Additional information

Is there anything else you would like to tell us about your organisation or your project?

Maximum 500 words (unscored)

Section 3: Declaration

Person submitting the form	Name	_____
	Position	_____
	Date	_____
Chair or Senior Representative	Name	_____
	Position	_____
	Date	_____

Section 4: Checklist

Please check you have attached the following documents or your application cannot be assessed:

- Constitution
- Annual accounts or, in the case of new organisations, statements from 6 previous months operation
- Health & Safety Policy
- Equalities and Diversity Policy
- Public Liability Insurance
- Project Delivery Plan
- Children’s Safeguarding Children Policy**
- Adults at Risk Safeguarding Policy**

You should also make sure:

All questions have been fully answered

You have kept a copy for your records

**If your activity involves these groups*

Annexe 1

Scoring criteria

STAGE 2:

Applicants will be notified by email that they have been successful in being shortlisted to the second stage. Successful applicants will be required to complete and submit the stage 2 questionnaire by the deadline stated.

Stage 2 will involve an assessment of the scored question criteria against the Stage 2 questionnaire as follows:

Stage 2 – Scored Questions 100%	
1. Project Delivery	20%
2. Key Outcomes	20%
3. Value for Money	20%
4. Supporting Strategy	20%
5. Sustainability	20%

Scores from Stage 1 and Stage 2 will be added together and applications will be ranked according to their score, with funding being allocated by the highest scoring applicant(s) until all of the funding has been allocated.

If there is not sufficient funding available you may be asked to scale down your project and show what can be delivered with less funding.

Scoring Methodology

Only applications that meet the listed requirements and have the attached the required documents will be scored.

The Funding Panel will allocate a maximum score out of 5 as outlined in the table below, against each related response. This score will be converted to a percentage (to 2 decimal places) relative to the weighting allocated to that evaluation criterion.

For example, if the Funding panel allocates a score of 3 to a response to a criterion which is weighted 10%, then the weighted score allocated is calculated as follows: $(3/5) \times 10 = 6\%$.

Scoring Methodology	
Score	Definition of Score
0	No evidence that the project meets any requirements
1	Meets few requirements; serious concerns
2	Meets some requirements but with some concerns
3	Generally, meets mandatory requirements with minor issues
4	Meets all mandatory requirements
5	The Tenderer meets all requirements in this area and offers some additional benefit

Stage 2 Questionnaire –

To be completed by Second Stage (Shortlisted) applicants ONLY

Section 2: Scored Questions	
Question	Weighting
<p style="text-align: center;">1. <u>Project Delivery</u></p> <p>Please provide an example delivery plan including key deliverables, staff and timescales. Please also provide details of:</p> <ul style="list-style-type: none"> a. The scale and reach of your proposed project e.g. how many people it may potentially reach, will they be from all over Lichfield District or a smaller, specific area within the district. b. Any available evidence to show what needs your project will meet and how and include any relevant insight to local needs. <p>The project delivery plan will also be used to assess how the project addresses and impacts the outcome applied for.</p> <p><i>Maximum 1000 words</i></p>	<p>20%</p>
<p style="text-align: center;">2. <u>Key Outcomes – Monitoring and Reporting</u></p> <p>Please refer to Lichfield District Councils 4 strategic plan outcomes as set out in the prospectus and state which outcome your project will deliver and identify any additional contribution that will be made to any of the other strategic plan outcomes. Please also detail:</p> <ul style="list-style-type: none"> a. What the expected outputs and outcomes for the project are b. Any performance measuring systems or tools that are in place c. Any performance reporting that has or could be provided d. Identify any partners that may be involved and describe each organisation’s responsibilities e. How you will know whether the project has addressed the outcome and the impact it will have – e.g. what would success look like? <p><i>Maximum 1000 words</i></p>	<p>20%</p>
<p style="text-align: center;">3. <u>Value for Money</u></p> <p>Please identify the added value brought by your organisation and project through other funding and/or activity. You may already have a base in Lichfield with knowledge and experience of working with a specific customer group, you may have volunteers/staff working on complementary projects. Your project may give added value to other services and be able to demonstrate that it can deliver ‘more for less’.</p> <p>In the event that the funding is oversubscribed please give details as to whether your project/activity could be scaled down with less funding available</p>	<p>20%</p>

<p><i>Maximum 1000 words</i></p>	
<p>4. <u>Supporting Strategy</u></p> <p>Please identify how the project meets and supports cross cutting strategy and regulatory frameworks such as how the project:</p> <ul style="list-style-type: none"> a. Impacts and supports Strategic Plan outcomes b. Involves collaboration with other VCS groups c. Evidences need within a specific group or locality d. Focusses on preventing problems and early identification rather than reacting to them e. Works to try and address the source of the problem or signpost to others who can help f. Involves collaboration with relevant statutory agencies g. Reduces reliance on public sector support including Lichfield District Council h. Promotes personal responsibility, independence and self reliance i. Encourages and promotes volunteering j. Makes use of assets available to us in Lichfield District and creates a positive legacy for the local area <p><i>Maximum 1000 words</i></p>	<p>20%</p>
<p>5. <u>Sustainability</u></p> <p>Please identify whether the project will continue after this funding has ended. If Yes, how any ongoing costs will be met and if No, what your Exit Strategy will be.</p> <p>We are not looking for detailed proposals here but an indication that this has been considered and thought through. What will happen to your staff, volunteers, resources and materials? What will happen to your project participants/beneficiaries? What will its legacy be?</p> <p><i>Maximum 1000 words</i></p>	<p>20%</p>

Annexe 2

PROJECT DELIVERY PLAN

Organisation Name:

Name of Project:

Funding Outcome:

(Please use SMART principles – specific, measurable, agreed, realistic and time-bound)

What key actions will be delivered	Who will be responsible for delivery	Key milestones/ Key dates	What might get in the way of delivery	How will risks be managed	How will you evidence success