

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Your Project Name** |  | | | | |
|  |  | | | | |
| **Funding requested** | **FY 24/25** | **FY 25/26** | **FY 26/27** | **Total funding requested** |
|  | **£** | **£** | **£** | **£** |

Stage 1 questionnaire

To be completed by ALL applicants

|  |  |  |
| --- | --- | --- |
| **Section 1: Organisation Details** | | |
| Name of lead organisation |  | |
| Briefly describe the activities of your organisation |  | |
| If a partnership bid, please list all partner organisations and their project contribution |  | |
| Contact name |  | |
| Contact telephone number |  | |
| Contact email address |  | |
| Registration number, if application |  | |
| Legal status of your organisation (please tick as appropriate) | Voluntary organisation / community group with formal rules |  |
| Faith Group involved in voluntary/social action |  |
| Trust |  |
| Community Interest Company |  |
| Social Enterprise |  |
| Registered Charity |  |
| Registered Friendly Society |  |
| Registered Social Landlord |  |
| Company Limited by Guarantee |  |
| Other (Please specify) |  |

|  |
| --- |
| **Section 2: Scored Questions** |
| **Question** |
| 1. **Experience**   Please provide an overview of your current experience of ongoing and delivered projects, including details such as:   * Why your project is/was needed * The outcomes your organisation has achieved or is achieving – e.g. the impact it has had / is having * Which geographical areas or neighbourhoods you operate in or where most of your service users live * What skills, knowledge and experience your organisation has in delivering this type of project |
| *Q1 Maximum 1000 words* |
| 1. **Proposed Project**   Please refer to Lichfield District Councils’ 4 strategic plan outcomes on pages 4 and 5 in the Prospectus and state which outcome your project will deliver and identify any additional contributions that will be made.  Please provide a detailed overview of your proposed project including details such as:   * What the expected outputs and outcomes for the project are * How your organisation is structured for this type of delivery, key staff in post (or to be recruited) and project management experience and any performance measuring systems or tools that are in place * Identify any partners that may be involved and describe each organisation’s responsibilities * Detail how outcomes and the success of your project will be monitored |
| *Q2 Maximum 1000 words* |

|  |
| --- |
| 1. **Funding**   Please provide the level of funding required and how the funding will be allocated to this project. Please include details such as:    a) Any other funding already in place or applied for and specify what this will fund  b) Give details of how the funding will be spent - e.g. room hire, staffing costs, specialist equipment and say how any costs have been calculated and apportioned |
| *Q3 Maximum 1000 words* |

|  |
| --- |
| **Section 3: Additional information** |
| Is there anything else you would like to tell us about your organisation or your project? |
| *Maximum 500 words (unscored)* |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |
| **Section 4: Declaration** | | | | | | | | |
|  | | | | | | | | |
| **Person submitting the form** | | Name |  | | | | | |
| Position |  | | | | | |
|  | | Date |  | | | | | |
| **Chair or Senior Representative** | | Name |  | | | | | |
| Position |  | | | | | |
| Date |  | | | | | |
|  | |  |  | | | | | |
| **Section 5: Checklist** | | | | | | | | |
| Please check you have attached the following documents or your application cannot be assessed: | | | |  |  | **You should also make sure:** | |  |
|  | Constitution | | |  | |  | All questions have been fully answered |  |
|  | Annual accounts or, in the case of new organisations, statements from 6 previous months operation | | |  | |  | You have kept a copy for your records |  |
|  | Health & Safety Policy | | |  | |  |  |  |
|  | Equalities and Diversity Policy | | |  | |  |  |  |
|  | Public Liability Insurance | | |  | |  | | |
|  |  | | |  | |  | | |
|  | *Children’s Safeguarding Children Policy\** | | |  | | *\*If your activity involves these groups* | | |
|  | *Adults at Risk Safeguarding Policy\** | | |  | |

Annexe 1

**Scoring criteria**

Stage 1 will involve an assessment of the scored question criteria against the Stage 1 questionnaire as follows:

|  |  |
| --- | --- |
| **Stage 1 – Scored Questions 100%** | |
| 1. Experience | 35% |
| 2. Proposed Project | 35% |
| 3. Funding | 30% |

**Applicants must achieve a minimum total score of 70% to be shortlisted to the second stage**.

**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)x10 = 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 1 Questionnaire**

|  |  |  |
| --- | --- | --- |
| **Section 1: Organisation Details** | | |
| Name of lead organisation |  | |
| Briefly describe the activities of your organisation |  | |
| If a partnership bid, please list all partner organisations and their project contribution |  | |
| Contact name |  | |
| Contact telephone number |  | |
| Contact email address |  | |
| Registration number, if application |  | |
| Legal status of your organisation (please tick as appropriate) | Voluntary organisation / community group with formal rules |  |
| Faith Group involved in voluntary/social action |  |
| Trust |  |
| Community Interest Company |  |
| Social Enterprise |  |
| Registered Charity |  |
| Registered Friendly Society |  |
| Registered Social Landlord |  |
| Company Limited by Guarantee |  |
| Other (Please specify) |  |

|  |  |
| --- | --- |
| **Section 2: Scored Questions** | |
| **Question** | **Weighting** |
| 1. **Experience**   Please provide an overview of your current experience of ongoing and delivered projects, including details such as:   * Why your project is/was needed * The outcomes your organisation is or has currently achieved – e.g. the impact it has had / is having * Which geographical areas or neighbourhoods you operate in or where most of your service users live * What skills, knowledge and experience your organisation has in delivering this type of project   *Maximum 1000 words* | **35%** |
| 1. **Proposed Project**   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 provide a detailed overview of your proposed project including details such as:   * What are the expected outputs and outcomes for the project * How your organisation is structured for this type of delivery, key staff in post (or to be recruited) and project management experience and any performance measuring systems or tools that are in place * Identify any partners that may be involved and describe each organisation’s responsibilities * Detail how outcomes and the success of your project will be monitored   *Maximum 1000 words* | **35%** |
| 1. **Funding**   Please provide the level of funding required and how the funding will be allocated to this project. Please include details such as:    a) Any other funding already in place or applied for and specify what this will fund  b) Give details of how the funding will be spent - e.g. room hire, staffing costs, specialist equipment and say how any costs have been calculated and apportioned    *Maximum 1000 Words* | **30%** |