

S106 Distribution of non-specific funds process

EVALUATION CRITERIA

Scoring notes:

- **Compliance with S106 agreement terms are mandatory pass / fail.** If application proposal does not comply then the application fails.
 - Direct score
 - Score from 2 to 0
 - 5 – Outstanding response
 - all questions have been answered comprehensively
 - stick to the word limit
 - full confidence in response.
 - 4 – Very good response
 - all questions answered appropriately but may require further clarification
 - may stick to the word limit
 - confidence in response.
 - 3 – Good/Satisfactory response
 - responses provided give some confidence
 - some further clarifications needed
 - no major concerns.
 - 2 – Poor response
 - requires a lot of further clarification
 - some concerns.
 - 1 – Very poor response
 - may not stick to word limit
 - questions not adequately answered
 - further clarification needed
 - some major concerns.
 - 0 – Does not respond to question
- Weighing – a score multiplier has been included in the question Score information, if relevant
- Additional commentary alongside scoring is encouraged.

Summary

No.	Question	Reason for question	Score
A	Project name	This is at a glance summary of the application information and will be made public in decision recommendations.	Not scored
B	Name of organisation	As above	Not scored
C	Amount of funding requested	As above	Not scored
D	Parish/Town	As above	Not scored
E	Developer contributions funding allocation theme and purpose	As above	Not scored

SECTION 1: DETAILS OF APPLICANT/ORGANISATION. In this section, the Council seeks to understand the status of your organisation, how long it has been established, and its core activities and capabilities.

No.	Question	Reason for question	Score, Grade and Description
Q1	Application Date	Need a date for completion of the form.	Not scored
Q2	Type of Applicant or organisation	Who is delivering the project and the organisation type so monitoring and management agreements can be set out accordingly.	Not scored
Q3	Year Established	As above	Not scored
Q4	VAT registration	As above	Not scored
Q5	<p>a) Support (financial or non-financial) from your Town, Parish or County Council</p> <p>b) Other support from other organisations</p>	Need to know if the proposal accords with local plans or strategies and has local support	<p>5 - Outstanding - provides full and robust response with documented evidence of several (more than 3) supporting organisations including Councils and other organisations.</p> <p>4 - Very Good - provides robust response with documented evidence of multiple (2 or 3) supporting organisations including Councils and other organisations.</p> <p>3 – Good/Satisfactory - provides satisfactory response with documented evidence of a supporting organisation including a Councils or other organisation.</p> <p>2 - Poor - provides some text about supporting organisation/s, but no evidence.</p> <p>1 - Very Poor - insufficient information provided and may avoid answering the question properly.</p> <p>0 - Does not answer the question.</p>
Q6	c) Quotes	Need to know how contracts are awarded by the applicant (up to evidencing). Three different contractors' quotes for the works will be needed – if not provided at the time of application, then it will be needed prior to works starting.	Not scored

SECTION 2: DETAILS OF PROPOSED PROJECT. This section of the application provides you the opportunity to explain your planned project in detail, describing who will benefit and how.

No.	Question	Reason for question	Score, Grade and Description
Q7	Description of project and what group/ organisation requires developer contributions funding for.	Need to know if it conforms to the S106 agreement criteria.	<p>Verify against the S106 criteria:</p> <ul style="list-style-type: none"> • Pass - conforms to the criteria for the funding strand it is applying under • Fail - does not conform to the criteria for the funding strand it is applying under <p>Provide commentary in either case.</p> <p>5 - Outstanding - response provided is very clear, comprehensive and robust as to how the project will be managed, consultation carried out and what project will do for most or all of the following elements including expected outcomes, financial benefits, non-financial benefits, environmental benefits, social benefits, other benefits.</p> <p>4 - Very Good - response provided is clear and robust as to how the project will be managed, consultation carried out and what project will do for most or all the following elements including expected outcomes, financial benefits, non-financial benefits, environmental benefits, social benefits, other benefits.</p> <p>3 – Good/Satisfactory - response provided is mostly clear as to how the project will be managed, consultation carried out and what project will do for most or all the following elements including expected outcomes, financial benefits, non-financial benefits, environmental benefits, social benefits, and other benefits.</p> <p>2 – Poor – response provided is unsatisfactory and unclear as to how the project will be managed, consultation carried out and what project will do on some or all of the following elements on expected outcomes, financial benefits, non-financial benefits, environmental benefits, social benefits, and other benefits.</p> <p>1 – Very Poor – response provided is poor and very unclear as to how the project will be managed, consultation carried out and what project will do on</p>

			<p>some or all of the following elements on expected outcomes, financial benefits, non-financial benefits, environmental benefits, social benefits, and other benefits.</p> <p>0 - No answer provided.</p> <p>Weighting: Multiply score by 4</p>
Q8	Location of the proposed project	Need to know if it conforms to the S106 agreement criteria. (location plan must be provided)	<p>Verify against the S106 criteria:</p> <ul style="list-style-type: none"> • Pass - conforms to the criteria • Fail - does not conform to the criteria. <p>Provide commentary.</p>
Q 9	Project site ownership	Need to know who the owner / or controller of the site is, and if the proposal has their support and works can be carried out.	<p>5 – Outstanding - ownership and type of ownership and duration (if a lease) confirmed and security of tenure demonstrated for the required period of time with evidence, support from the site owner confirmed and demonstrated with detailed supporting evidence.</p> <p>4 – Very Good - ownership and type of ownership and duration (if a lease) confirmed and security of tenure demonstrated for the required period of time with evidence.</p> <p>3 – Good/Satisfactory - ownership and type of ownership and duration (if a lease) confirmed and security of tenure demonstrated for the required period of time. May / may not have demonstrated support from the site owner.</p> <p>2 – Poor - information lacking in regards ownership, and/or no owner support set out, and/or no confirmation of duration of lease where this is applicable, and / or security of tenure not demonstrated. May not have support from the site owner.</p> <p>1 – Very Poor - information lacking as regards ownership, and/or no owner support set out, and/or no confirmation of duration of lease where this is applicable, and / or security of tenure not demonstrated as well as no support provided from the site owner.</p> <p>0 - Does not answer the question</p>

<p>Q 10</p>	<p>Permissions including landlord permission, planning permission, etc.</p>	<p>Need to know that all statutory consents for any works have been obtained.</p>	<p>5 – Outstanding - required permissions all in place and evidence supplied.</p> <p>4 - Very Good - required permissions mostly in place but with some permissions outstanding, submissions in progress and dates / timescales given for anticipated consents gives confidence. Some evidence of consents supplied.</p> <p>3 - Good - all required permissions listed with status on consents supplied and dates / timescales given for anticipated consents.</p> <p>2 - Poor - not all the consents required are listed, some clarity as to when the consents will be in place.</p> <p>1 - Very Poor - no information given on consents required, nor any clarity as to when the consents will be in place.</p> <p>0 - Does not answer the question.</p>
<p>Q 11</p>	<p>Alignment with relevant local plans, including but not limited to local neighbourhood plan, sports facilities strategy and other national strategies</p>	<p>Need to know the extent the proposal is meeting a need and has been planned and managed</p>	<p>5 – Outstanding - aligns with several (more than 3) local and national plans, policies, frameworks and strategies with lots of supporting text. Complements projects and facilities in the local area.</p> <p>4 - Very Good - aligns with multiple (2 or 3) local and national plans, policies, frameworks and strategies with lots of supporting text. Complements projects and facilities in the local area.</p> <p>3 – Good/Satisfactory - aligns with one local and national plan, policy, framework and strategy with some supporting text, or if it does not align directly then the project has strategic support demonstrated in the response, such as from an organisation that produces or contributes to a plan, policy or framework. Complements projects and facilities in the local area.</p> <p>2 - Poor - does not align with any local and national plans, policies, frameworks and strategies. Some supporting text provided on the proposal on how the proposal may be beneficial even though it does not align with any policies directly. Does not complement projects and facilities in the local area.</p> <p>1 - Very Poor - Insufficient information provided. Does not provide any supporting text on alignment with any plans, policies, frameworks and strategies,</p>

			<p>either indirectly or directly. Does not complement projects and facilities in the local area.</p> <p>0 - Does not answer the question.</p>
Q 12	Preliminary work	Need to know the extent the proposal has been planned and considered.	<p>5 – Outstanding - lots of evidence and details provided such as surveys, reports, analysis, costs of works etc.</p> <p>4 - Very Good - evidence and details provided such as surveys, reports, analysis, costs of works etc.</p> <p>3 – Good/Satisfactory - some evidence and details supplied, such as surveys, reports, analysis, costs of works etc.</p> <p>2 - Poor - insufficient information provided with few details supplied, such as surveys, reports, analysis, costs of works etc.</p> <p>1 - Very Poor - very little or no detail supplied, such as surveys, reports, analysis, costs of works etc.</p> <p>0 - Does not answer the question.</p>

SECTION 3: Deliverability, Maintenance & Management

No.	Question	Reason for question	Score, Grade and Description
Q 13	Project Duration	<p>Need to know if it conforms to the S106 agreement criteria</p> <p>Timing will also help to prioritise the projects</p>	<p>Verify against the S106 criteria:</p> <ul style="list-style-type: none"> • Pass - conforms to the criteria • Fail - does not conform to the criteria <p>Provide commentary.</p>
Q 14	Previous funding	Need to know if the proposal may be subject to other funding and if any reward may need to be conditional/timed accordingly	
Q 15	Project Management	Need to know there are longer term arrangements for maintaining and managing the project.	<p>5 - Outstanding - response provided is very clear as to how the project will be managed, delivered in a timely way, monitored and evaluated and promoted, gives full confidence.</p> <p>4 - Very Good - response provided is clear as to how the project will be managed, delivered in a timely way,</p>

			<p>monitored and evaluated and promoted, gives confidence.</p> <p>3 – Good/ Satisfactory - response provided is mostly clear as to how the project will be managed, delivered in a timely way, monitored and evaluated and promoted.</p> <p>2 - Poor - response provided is unclear as to how the project will be managed, delivered in a timely way, monitored and evaluated and promoted.</p> <p>1 – Very Poor - response provided is very unclear as to how the project will be managed, delivered in a timely way, monitored and evaluated and promoted.</p> <p>0 - No answer provided.</p> <p>Weighting: Multiply score by 4.</p>
SECTION 4: OTHER			
No.	Question	Reason for question	Score, Grade and Description
Q 16	Additional information	Opportunity for the applicant to share further information they consider is relevant and important.	Note response and provide commentary
SECTION 5: Finance Details			
Refer to Table on application form.			

Have we received a copy of each of required documents below?

Application form

Evidence of ownership (if applicable)

Quotations for costs

Evidence of support

Plans (location plan), designs or drawings

Copies of required permissions, Landlord, Planning Permission, Leases

Additional / Supporting pages, including drawings, charts etc

For applications over £50,000:

Business Plan

Project Management Plan