

S106 Distribution of non-specific funds process

EXPRESSION OF INTEREST AND PROJECTS UP TO £9,999 EVALUATION FORM

For Expressions Of Interest this will provide the Council with outline information to assess if a proposal meets the criteria of the S106 funding agreement and merits further development into a full application.

Scoring notes:

- **Compliance with S106 agreement terms are mandatory pass / fail. If application proposal does not comply then the application fails.**
- **There is no pass score, generally the higher the mark for more information provided that responds to the questions.**
- **Additional commentary alongside scoring is encouraged.**
- **All scoresheets to be completed and saved in an agreed shared file when completed**

Summary

No.	Question	Reason for question	Score
A	Project name	This is the at a glance summary of the application information and will be made public in decision recommendations.	Not scored.
B	Name of organisation <i>Please provide us with, your organisations name and contact details.</i>	This is the at a glance summary of the application information and will be made public in decision recommendations.	Not scored.
C	Amount of funding sought £	This is the at a glance summary of the application information and will be made public in decision recommendations.	Not scored.
D	Area	This is the at a glance summary of the application information and will be made public in decision recommendations.	Not scored.
E	Please indicate the developer contributions funding allocation theme and purpose to which you are applying. Affordable housing <input type="checkbox"/> Community facilities <input type="checkbox"/> Environmental improvements <input type="checkbox"/> Public open spaces and recreation (including play areas, playing fields, pitches and courts, and allotments) <input type="checkbox"/> Transport <input type="checkbox"/>	This is the at a glance summary of the application information and will be made public in decision recommendations.	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
Q1	Application Date DD/MM/YYYY	Need a date for completion of the form.	Not scored.
Q2	Main contact <i>This person must have permission from your organisation/partnership to be the main contact.</i>	Need to know who we can contact about the application	Not scored.
Q3	Contact telephone number(s)	Methods of contact	Not scored.
Q4	E-mail address	Methods of contact	Not scored.
Q5	Address & postcode for correspondence	Methods of contact	Not scored.
Q6	Partners (if applicable) <i>Will your project be delivered by a partnership? If yes, please list all key delivery partners and their role/lead in the project.</i>	Need to know who is delivering the project and who the lead partner may be if this is in partnership	Not scored.
Q7	Type of Applicant or organisation (please tick as appropriate) District, County or Borough Council <input type="checkbox"/> Parish & Town Council <input type="checkbox"/> On behalf of someone else <input type="checkbox"/> If yes, please specify in what capacity Formally constituted club / association / trust <input type="checkbox"/> Company Limited by guarantee's/shares (not for profit) <input type="checkbox"/> Company limited by guarantees/shares (making profit) <input type="checkbox"/> Company number (if applicable)	Need to know who is delivering the project and what type of organisation they are so monitoring and management agreements can be set out accordingly.	Not scored.

	Registered Charity number (if applicable) Other <input type="checkbox"/> (please specify)		
Q8	Date established DD/MM/YYYY <i>Please tell us when the organisation, charity or partnership was set up</i>	Need to know who is delivering the project and what type of organisation they are so monitoring and management agreements can be set out accordingly.	Not scored.
Q9	Are you registered for VAT? (Please circle as appropriate) Yes / No If yes, please state number _____	Need to know who is delivering the project and what type of organisation they are so monitoring and management agreements can be set out accordingly.	Not scored.
Q10	Do you have support, or have approached your Town Parish, County Council, or other organisation? Please name the groups who are supporting the project. Yes / no - if yes, please provide details and evidence	Need to know if the proposal accords with local plans or strategies and has local support	Grade and score and commentary alongside: 5 Outstanding provides full and robust response with documented evidence of several (more than 3) supporting organisations including Councils and other organisations. Full confidence in response. 4 Very Good provides robust response with documented evidence of multiple (2 or 3) supporting organisations including Councils and other organisations. Confidence in response. 3 Good , provides satisfactory response with documented evidence of a supporting organisation including a Councils or other organisation; gives some confidence, no major concerns . 2 Poor response , provides some text about supporting organisation/s, but no evidence, further clarification needed . 1 Very Poor response; insufficient information provided and may avoid answering the question properly, some concerns and further clarification needed 0 Does not answer the question .
Q11	Please provide details of how your organisation manages the way it awards contracts. Have quotes been obtained from different contractors?	Need to know if there is a process for governing how contracts are awarded by the applicant.	Not scored. Details provided? Yes / No. Quotes obtained from different contractors? Yes / No.

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
Q12	Provide a brief description of your project and what you require developer contributions funding for. Has public consultation been carried out? <i>This could be through surveys and questionnaires if available.</i> How will your project be managed? <i>Include expected outcomes/ financial or non-financial benefits/environmental benefits/social benefits, and whether it is an existing or new facility/project.</i> (Maximum 750 words)	Need to know if it conforms to the S106 agreement criteria.	<p>First:</p> <ul style="list-style-type: none"> Verify against the S106 criteria Pass if it conforms to the criteria for the funding strand it is applying under Fail if it does not conform to the criteria for the funding strand it is applying under Provide commentary in either case <p>Then:</p> <p>Grade and score and commentary alongside: 5 Outstanding full and robust response; response provided is very 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 that expected outcomes are very clear, financial benefits are very clear, non-financial benefits are very clear, environmental benefits are very clear, social benefits are very clear, other benefits are very clearly set out, gives full confidence; Sticks to the word / space limit, no further clarification is needed. 4 Very Good, robust response; response provided is 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 that expected outcomes are clear, financial benefits are clear, non-financial benefits are clear, environmental benefits are clear, social benefits are clear, other benefits are clearly set out, gives confidence; May stick to the word / space limit, minor details of clarification or further detail may be needed. 3 Good Satisfactory response; 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 that expected outcomes are clear, financial benefits are clear, non-financial benefits are clear, environmental benefits are clear, social benefits are clear, other benefits are clearly set out;</p>

			<p>May stick to the word / space limit some further clarifications are needed but no major concerns</p> <p>2 Poor response, unsatisfactory; response provided is 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>May not stick to the word / space limit. Requires a lot of further clarification, some concerns.</p> <p>1 Insufficient information provided / very poor. response provided is very 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 are clearly set out;</p> <p>May not stick to the word / space limit. Does not adequately answer the question, some major concerns.</p> <p>0 No answer provided.</p> <p>Weighting: Multiply score by 4</p>
Q13	<p>Location of your proposed project <i>Please provide us with a postal code for the location of your project to confirm it is in the W&B area.</i></p>	<p>Need to know if it conforms to the S106 agreement criteria</p>	<p>Verify against the S106 criteria Pass if it conforms to the criteria Fail if it does not conform to the criteria</p> <p>Provide commentary.</p>
Q14	<p>Project duration (DD/MM/YYYY) Please tick as appropriate. <i>Please tell us when the project will start and end.</i></p> <p>Start _____ Finish _____</p>	<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 Pass if it conforms to the criteria Fail if it does not conform to the criteria (spend within 5 years of receipt of S106 monies)</p> <p>Provide commentary.</p>
Q15	<p>Are you the owner of the proposed project site? (Please circle as appropriate) <i>Please tell us if your organisation/you own your project site.</i> <i>Tell us if you own the freehold or have a lease of your site and for how long.</i> <i>If your project relates to premises you must demonstrate security of tenure for at least 10 years.</i></p> <p>Yes / No If not, does the owner support the proposal? Please specify.</p>	<p>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>	<p>Grade and score and commentary alongside:</p> <p>5 Considerably exceeds requirements, excellent / 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 full confidence in response.</p> <p>4 Exceeds the requirements, very good response, ownership and type of ownership and duration (if a lease) confirmed and security of tenure demonstrated for the required period of time with evidence, response provided as regards support from the site owner gives confidence.</p> <p>3 Satisfactory response that meets the requirements, 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. May require further clarification.</p> <p>2 Poor response; Fails to meet the minimum standard; some concerns and 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. May not have support from the site owner. Insufficient information provided, requires further clarification.</p> <p>1 Fails to meet the minimum standard; some major concerns; 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. Unsatisfactory, requires further clarification and information.</p> <p>0, Does not answer the question.</p>
Q16	<p>Do you have all required permissions to carry out your project? E.g. landlord permission, planning permission, etc. (Please circle as appropriate)</p> <p><i>Please provide details of any further consents required, e.g. planning permission, building regulations, change of use etc.</i></p> <p>Yes <input type="checkbox"/> If yes, please specify</p>	<p>Need to know that all statutory consents for any works have been obtained.</p>	<p>Grade and score and commentary alongside:</p> <p>5 Outstanding, full and robust response required permissions all in place and evidence supplied, full confidence in response.</p> <p>4 Very Good robust response, required permissions mostly in place but with some permissions outstanding, submissions in progress and dates / timescales given for anticipated consents gives confidence. Some evidence</p>

	No <input type="checkbox"/> If not, when do you expect to have the necessary approvals?		<p>of consents supplied</p> <p>3 Good, acceptable, all required permissions listed with status on consents supplied and dates / timescales given for anticipated consents no concerns, may need further clarification.</p> <p>2 Poor response; not all the consents required are listed, some clarity as to when the consents will be in place some concerns, needs further clarification and information.</p> <p>1, Very poor response; no information given on consents required, nor any clarity as to when the consents will be in place some major concerns, needs further clarification and information</p> <p>0 Does not answer the question.</p>
Q17	Please supply evidence of the need for your project and the opportunities it will address? Has public consultation been carried out? (Maximum 500 words).	Need to know the extent the proposal is meeting an identified need and has been planned and managed so that it meets that need	<p>Grade and score and commentary alongside:</p> <p>5 Outstanding, full and robust response, with lots of evidence and details provided such as surveys, reports, analysis, costs of works etc. Sticks to the word limit. Gives full confidence.</p> <p>4 Very Good robust response, with evidence and details provided such as surveys, reports, analysis, costs of works etc. May stick to the word limit. Gives confidence.</p> <p>3 Good response, satisfactorily answers the question with some evidence and details supplied, such as surveys, reports, analysis, costs of works etc. which is reasonably clear. Acceptable, no concerns. May stick to the word limit. Further information or clarification may be needed.</p> <p>2 Poor response, insufficient information provided with few details supplied, such as surveys, reports, analysis, costs of works etc. Further information and clarification will be needed. May stick to the word limit. Some concerns.</p> <p>1 Very Poor response with very little or no detail supplied, such as surveys, reports, analysis, costs of works etc. Further information and clarification will be needed. May stick to the word limit. Some major concerns.</p> <p>0 Does not answer the question.</p> <p>Weighting: Multiply score by 2</p>
Q18	Does the project align with relevant local plans and national strategies? (For further information see the guidance notes) (Maximum 500 words) <i>Please go to www.easthants.gov.uk/ for more information on the relevant list of strategies and framework documents and to download the documents.</i>	Need to know the extent the proposal is meeting a need and has been planned and managed	<p>Grade and score and commentary alongside:</p> <p>5 Outstanding, exceeds the requirements, good, full and robust response, aligns with several (more than 3) local and national plans, policies, frameworks and strategies with lots of supporting text. Sticks to the word limit. Gives full confidence.</p> <p>4 Very Good robust response, aligns with multiple (2 or 3) local and national plans, policies, frameworks and strategies with lots of supporting text. May stick to the word limit. Gives confidence.</p> <p>3 Satisfactorily answers the question; 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. Acceptable, no concerns. May stick to the word limit. Further information or clarification may be needed.</p> <p>2 Poor response, 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. Some concerns. Further information and clarification will be needed. May stick to the word limit.</p> <p>1 Very poor, Insufficient information provided. Does not provide any supporting text on alignment with any plans, policies, frameworks and strategies, either indirectly or directly. May stick to the word limit. A lot of further clarification and information will be needed.</p> <p>0 Does not answer the question.</p> <p>Weighting: Multiply score by 4</p>
Q19	Please provide evidence of the feasibility or preliminary works, or research that has been undertaken to identify the need for the project. (Maximum 500 words).	Need to know the extent the proposal is meeting an identified need and has been planned and managed so that it meets	<p>Grade and score and commentary alongside:</p> <p>5 Outstanding, full and robust response, with lots of evidence and details provided such as surveys, reports, analysis, costs of works etc. Sticks to the word limit.</p>

		that need.	<p>Gives full confidence.</p> <p>4 Very Good robust response, with evidence and details provided such as surveys, reports, analysis, costs of works etc. May stick to the word limit. Gives confidence.</p> <p>3 Good response, satisfactorily answers the question with some evidence and details supplied, such as surveys, reports, analysis, costs of works etc. which is reasonably clear. Acceptable, no concerns. May stick to the word limit. Further information or clarification may be needed.</p> <p>2 Poor response, insufficient information provided with few details supplied, such as surveys, reports, analysis, costs of works etc. Further information and clarification will be needed. May stick to the word limit. Some concerns.</p> <p>1 Very Poor response with very little or no detail supplied, such as surveys, reports, analysis, costs of works etc. Further information and clarification will be needed. May stick to the word limit. Some major concerns.</p> <p>0 Does not answer the question.</p> <p>Weighting: Multiply score by 2</p>
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SECTION 3: SPECIFIC QUESTIONS ABOUT YOUR PROPOSAL

No.	Question	Reason for question	Score
Q20	Are there any restrictions on the use of your organisations facilities? <i>This could include the hours your facility is open, the number of people it can facilitate or permitted to use the site.</i> Yes / No. If yes, please specify	Need to know if the proposal will affect public facilities and benefit derived from the proposal	<p>Score 2 if no restrictions</p> <p>Score 1 if some restrictions – membership that can be widely applied for</p> <p>Score 0 if exclusive membership / restrictions on joining</p>
Q21	Does your organisation have the following: An Equalities policy: Yes/No A Safeguarding policy or protocol: Yes/No Employers liability insurance: Yes/No Public liability insurance: Yes/No	Need to know that there are policies in place which can be viewed if required.	<p>Not scored.</p> <p>Equality policy Yes/No Safeguarding policy Yes/No Employers liability Yes / No Public liability Yes / No</p>

SECTION 4: PROJECT COST

Question & Reason	Score
To gain an idea of the organisation of the proposal and its planning and management, especially over the longer term. Funding information to be calculated as a % of the proposal cost i.e. S106 ask / total cost of proposal = %	<p>Score 2 if <50%</p> <p>Score 1 if > 50%</p>

	Total (£)	Confirmed/Pending (please provide decision date)	
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Q22	Capital funding			The capital cost element of the project <i>A capital expenditure is an amount spent to acquire or improve a long-term asset such as equipment or buildings.</i> https://www.accountingcoach.com/blog/capital-expenditure-revenue-expenditure
	Revenue funding			The revenue cost element of the project Revenue expenditure is the amount of money spent by a business or organisation on general operating costs such as rent, insurance , heating, maintenance etc https://www.collinsdictionary.com/dictionary/english/revenue-expenditure
	<i>Total (a)</i>			To obtain the overall project cost

Sources of Funding

Q23	Applicant contribution			What the applicant is contributing to the project cost. .
	Fees / charges			Any fees or charges that might contribute to capital or revenue costs associated with the project, including ongoing maintenance and management costs
	Loans			Loans from other organisations / banks / building societies / individuals etc
	Other grants			Grants from other organisations; public or private sector
	Other sources (please specify)			Donations / fundraising etc.
	S106 money (this application request).			
	<i>Total (b)</i>			Total a and total b should match. Query with applicant if not.

Q24	Has your	Need to know if the proposal may be subject to other	Need to verify if the proposal has been subject of other
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	<p>organisation received any funding from East Hampshire District Council for other projects during the last year? (Please circle as appropriate)</p> <p>Yes / no - if yes, please specify.</p>	<p>funding and if any award may need to be conditional / timed accordingly</p>	<p>EHDC grant Check with Communities Team – note response and provide commentary</p>
Q25	<p>Have you considered future maintenance and management of your project? (Maximum 500 words). Please circle as appropriate.</p> <p>Yes/No Please provide details of your long-term strategy.</p>	<p>Need to know there are longer term arrangements for maintaining and managing the project.</p>	<p>Grade and score and commentary alongside:</p> <p>5 Outstanding, full and robust response, with lots of details provided and sticks to the word limit. Gives full confidence. No further clarification needed.</p> <p>4 Very Good robust, clear response, with details provided and may stick to the word limit. Gives confidence. No further clarification needed.</p> <p>3 Good; Satisfactorily answers the question; with some detail and is reasonably clear; Acceptable, no concerns. May stick to the word limit. Further information or clarification may be needed</p> <p>2 Poor response, unsatisfactory few details supplied. Further information and clarification will be needed. May stick to the word limit. Some concerns.</p> <p>1 Very poor response, with very little or no details supplied. Further information and clarification will be needed. May stick to the word limit. Some major concerns.</p> <p>0 Does not answer the question.</p> <p>Weighting: Multiply score by 4</p>
SECTION 5: OTHERS			
No.	Question	Reason for question	Score
Q26	<p>Are any elements of this expression of interest commercially confidential? (Please circle as appropriate)</p> <p>Yes / not - if yes, please specify.</p>	<p>Need to know how to treat the information given.</p>	<p>Note response and provide commentary</p>
Q27	<p>Please provide details of any additional information that you think may be relevant in the assessment of your project. (Maximum 500 words)</p>	<p>Opportunity for the applicant to share further information they consider is relevant and important.</p>	<p>Note response and provide commentary</p>
SECTION 6: STATEMENTS			
SECTION 7: DECLARATION AND RETURN FORM			