

**S106 Distribution of non-specific funds process**

**APPLICATION FORM PROJECTS £10,000 TO £49,999 - EVALUATION FORM**

**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.	Completion of information only
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.	Completion of information only
C	Amount of funding sought £	This is the at a glance summary of the application information and will be made public in decision recommendations.	Completion of information only
D	Area	This is the at a glance summary of the application information and will be made public in decision recommendations.	Completion of information only
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.	Completion of information only

**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 or 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) Registered Charity number (if applicable) Other <input type="checkbox"/> (please specify)	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.

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	If your organisation is registered for VAT, please state the 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	Please provide details and evidence of the support to your project from Town Parish, County Council, or other organisation, if you have it.	Need to know if the proposal accords with local plans or strategies and has local support	Grade and score and commentary alongside:  <b>5 Outstanding</b> provides <b>full and robust response</b> with documented evidence of several (more than 3) supporting organisations including Councils and other organisations. <b>Full confidence</b> in response. <b>4 Very Good</b> provides <b>robust response</b> with documented evidence of multiple (2 or 3) supporting organisations including Councils and other organisations. <b>Confidence</b> in response. <b>3 Good</b> , provides <b>satisfactory response</b> with documented evidence of a supporting organisation including a Councils or other organisation; <b>gives some confidence, no major concerns</b> . <b>2 Poor response</b> , provides some text about supporting organisation/s, but no evidence, <b>further clarification needed</b> . <b>1 Very Poor response; insufficient</b> information provided and may avoid answering the question properly, <b>some concerns and further clarification needed</b> <b>0 Does not answer the question</b> .
Q11	Please provide details of how your organisation manages the way it awards contracts through a competitive process. Have quotes been obtained from different contractors?	Need to know the details of 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	Please provide a detailed description of your project and what you require developer contributions funding for: a. Please describe what you are going to do. b. How many people will benefit and how will they benefit. c. How can you demonstrate that there is a need for this project, e.g. how have you consulted with local residents/stakeholders. This could be through surveys and questionnaires if available. (Maximum 1000 words). <ul style="list-style-type: none"> <li>Provide any plans, designs or drawings to describe your project where possible.</li> <li>Include financial or non-financial benefits/environmental benefits/social benefits, and whether it is an existing or new facility/project.</li> </ul>	Need to know if it conforms to the S106 agreement criteria	<p><b>First:</b></p> <ul style="list-style-type: none"> <li>Verify against the S106 criteria</li> <li>Pass if it conforms to the criteria for the funding strand it is applying under</li> <li>Fail if it does not conform to the criteria for the funding strand it is applying under</li> <li>Provide commentary</li> </ul> <p><b>Then:</b></p> <p><b>Grade and score and commentary alongside:</b></p> <p><b>5 Outstanding full and robust response;</b> response provided is <b>very clear as to</b> 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, <b>gives full confidence</b>; Sticks to the word / space limit, no further clarification is needed. <b>4 Very Good, robust response;</b> response provided is <b>clear as to</b> 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, <b>gives confidence</b>; May stick to the word / space limit, <b>minor details of clarification or further detail may be needed</b>. <b>3 Good Satisfactory response;</b> response provided is <b>mostly clear as to</b> 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; May stick to the word / space limit some further clarifications are needed but <b>no major concerns</b></p>

			<p><b>2 Poor response, unsatisfactory;</b> response provided is <b>unclear as to</b> 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; May not stick to the word / space limit. <b>Requires a lot of further clarification, some concerns.</b></p> <p><b>1 Insufficient information provided / very poor.</b> response provided is <b>very unclear as to</b> 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; May not stick to the word / space limit. <b>Does not adequately answer the question, some major concerns.</b></p> <p><b>0 No answer provided.</b></p> <p><b>Weighting: Multiply score by 4.</b></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&amp;B area.</i></p>	<p>Need to know if it conforms to the S106 agreement criteria</p>	<p>Verify against the S106 criteria <b>Pass</b> if it conforms to the criteria <b>Fail</b> 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 <b>Pass</b> if it conforms to the criteria <b>Fail</b> if it does not conform to the criteria (spend within 5 years of receipt of S106 monies)</p> <p>Provide commentary.</p>
Q15	<p>Provide details and evidence of the ownership of the proposed project site. <i>Please annex a copy of the agreement or freehold title to demonstrate security of tenure for at least 10 years.</i></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><b>Grade and score and commentary alongside:</b></p> <p>5 Considerably exceeds requirements, <b>excellent / outstanding;</b> 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 <b>full confidence</b> in response.</p> <p>4 Exceeds the requirements, <b>very good response,</b> 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 <b>gives confidence.</b></p> <p>3 <b>Satisfactory response</b> 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. <b>May require further clarification.</b></p> <p>2 <b>Poor response;</b> Fails to meet the minimum standard; <b>some concerns and information lacking as regards</b> 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. <b>Insufficient information provided, requires further clarification.</b></p> <p>1 Fails to meet the minimum standard; <b>some major concerns; information lacking as regards</b> 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 <b>no support provided from the site owner.</b></p> <p><b>Unsatisfactory, requires further clarification and information.</b></p> <p>0, <b>Does not answer the question.</b></p>
Q16	<p>Please provide details and evidence of the required permissions to carry out your project. <i>If you have submitted a planning application please give the reference number and date it was submitted.</i></p>	<p>Need to know that all statutory consents for any works have been obtained.</p>	<p><b>Grade and score and commentary alongside:</b></p> <p>5 <b>Outstanding, full and robust response</b> required permissions all in place and evidence supplied, <b>full confidence</b> in response.</p> <p>4 Very Good <b>robust response,</b> required permissions mostly in place but with some permissions outstanding, submissions in progress and dates / timescales given for anticipated consents <b>gives confidence.</b> Some evidence of consents supplied</p> <p>3 <b>Good, acceptable,</b> all required permissions listed with status on consents supplied and dates / timescales given</p>

			<p>for anticipated consents <b>no concerns, may need further clarification.</b></p> <p><b>2 Poor response;</b> not all the consents required are listed, some clarity as to when the consents will be in place <b>some concerns, needs further clarification and information.</b></p> <p>1, <b>Very poor response;</b> no information given on consents required, nor any clarity as to when the consents will be in place <b>some major concerns, needs further clarification and information</b></p> <p>0 <b>Does not answer the question.</b></p>
Q17	<p>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).</p>	<p>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>	<p>Grade and score and commentary alongside:</p> <p><b>5 Outstanding, full and robust response,</b> with lots of evidence and details provided such as surveys, reports, analysis, costs of works etc. Sticks to the word limit. <b>Gives full confidence.</b></p> <p><b>4 Very Good robust response,</b> with evidence and details provided such as surveys, reports, analysis, costs of works etc. May stick to the word limit. <b>Gives confidence.</b></p> <p><b>3 Good response, satisfactorily answers the question</b> with some evidence and details supplied, such as surveys, reports, analysis, costs of works etc. which is reasonably clear. <b>Acceptable, no concerns.</b> May stick to the word limit. <b>Further information or clarification may be needed.</b></p> <p><b>2 Poor response, insufficient information provided with few</b> details supplied, such as surveys, reports, analysis, costs of works etc. <b>Further information and clarification will be needed.</b> May stick to the word limit. <b>Some concerns.</b></p> <p>1 <b>Very Poor</b> response with very little or no detail supplied, such as surveys, reports, analysis, costs of works etc. <b>Further information and clarification will be needed.</b> May stick to the word limit. <b>Some major concerns.</b></p> <p>0 <b>Does not answer the question.</b></p> <p><b>Weighting: Multiply score by 2</b></p>
Q18	<p>Please provide further details of how your project aligns with the relevant local plans and national strategies. (Maximum 500 words).</p> <p><i>Please go to <a href="http://www.easthants.gov.uk/">www.easthants.gov.uk/</a> for more information on the relevant list of strategies and framework documents and to download the documents.</i></p>	<p>Need to know the extent the proposal is meeting a need and has been planned and managed</p>	<p>Grade and score and commentary alongside:</p> <p><b>5 Outstanding, exceeds the requirements, good, full and robust response,</b> aligns with several (more than 3) local and national plans, policies, frameworks and strategies with lots of supporting text. Sticks to the word limit. <b>Gives full confidence.</b></p> <p><b>4 Very Good robust response,</b> 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. <b>Gives confidence.</b></p> <p><b>3 Satisfactorily answers the question;</b> 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. <b>Acceptable, no concerns.</b> May stick to the word limit. <b>Further information or clarification may be needed.</b></p> <p><b>2 Poor response, does not align</b> 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. <b>Some concerns.</b> <b>Further information and clarification will be needed.</b> May stick to the word limit.</p> <p>1 <b>Very poor, Insufficient information provided.</b> 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. <b>A lot of further clarification and information will be needed.</b></p> <p>0 <b>Does not answer the question.</b></p> <p><b>Weighting: Multiply score by 4.</b></p>
Q19	<p>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).</p>	<p>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>	<p>Grade and score and commentary alongside:</p> <p><b>5 Outstanding, full and robust response,</b> with lots of evidence and details provided such as surveys, reports, analysis, costs of works etc. Sticks to the word limit. <b>Gives full confidence.</b></p> <p><b>4 Very Good robust response,</b> with evidence and details provided such as surveys, reports, analysis, costs</p>

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

No.	Question	Reason for question	Score
Q20	Please provide details about how your project will be managed; who will manage your project and ensure it is properly delivered? (Maximum 500 words plus an attachment of not more than 4 sides of A4).	Need to know there are adequate arrangements for managing the project	<p><b>Grade and score and commentary alongside:</b></p> <p><b>5 Outstanding full and robust response;</b> response provided is <b>very clear</b> as to how the project will be managed and delivered, <b>gives full confidence;</b> Sticks to the word / space limit, no further clarification is needed.</p> <p><b>4 Very Good, robust response;</b> response provided is <b>clear</b> as to how the project will be managed and delivered, <b>gives confidence;</b> May stick to the word / space limit, <b>minor details of clarification or further detail may be needed.</b></p> <p><b>3 Good, satisfactory response;</b> response provided is <b>mostly clear</b> as to how the project will be managed and delivered, may stick to the word / space limit, some further clarifications are needed but <b>no major concerns</b></p> <p><b>2 Poor response, unsatisfactory;</b> response provided is <b>unclear</b> as to how the project will be managed and delivered. May not stick to the word / space limit. <b>Requires a lot of further clarification, some concerns.</b></p> <p><b>1 Insufficient information provided / very poor.</b> response provided is <b>very unclear</b> as to how the project will be managed and delivered; May not stick to the word / space limit. <b>Does not adequately answer the question, some major concerns. Requires a lot of further clarification and information.</b></p> <p><b>0 No answer provided.</b></p> <p><b>Weighting: Multiply score by 4.</b></p>
Q21	Please provide details of the future maintenance and management of your project. (Maximum 500 words).	Need to know there are longer term arrangements for maintaining and managing the project.	<p><b>Grade and score and commentary alongside:</b></p> <p><b>5 Outstanding, full and robust response,</b> with lots of details provided and sticks to the word limit. <b>Gives full confidence. No further clarification needed.</b></p> <p><b>4 Very Good robust, clear response,</b> with details provided and may stick to the word limit. <b>Gives confidence. No further clarification needed.</b></p> <p><b>3 Good; Satisfactorily answers the question;</b> with some detail and is reasonably clear; <b>Acceptable, no concerns.</b> May stick to the word limit. <b>Further information or clarification may be needed</b></p> <p><b>2 Poor response, unsatisfactory few</b> details supplied. <b>Further information and clarification will be needed.</b> May stick to the word limit. <b>Some concerns.</b></p> <p><b>1 Very poor response, with</b> very little or no details supplied. <b>Further information and clarification will be needed.</b> May stick to the word limit. <b>Some major concerns.</b></p> <p><b>0 Does not answer the question.</b></p> <p><b>Weighting: Multiply score by 4.</b></p>

**SECTION 4: SPECIFIC QUESTIONS ABOUT YOUR PROPOSAL**

No.	Question	Reason for question	Score
Q22	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><b>Score 2</b> if no restrictions</p> <p><b>Score 1</b> if some restrictions – membership that can be widely applied for</p> <p><b>Score 0</b> if exclusive membership / restrictions on joining</p>

Q23	Please provide details and evidence of your organisation have the following: An Equalities policy A Safeguarding policy or protocol Employers liability insurance Public liability insurance	Need to know that there are policies in place which can be viewed if required.	Not scored. Equality policy Yes/No Safeguarding policy Yes/No Employers liability Yes / No Public liability Yes / No
<b>SECTION 4: PROJECT COST</b>			
<b>Question &amp; Reason</b>			<b>Score</b>
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 = %			<b>Score 2 if &lt;50%</b> <b>Score 1 if &gt; 50%</b>
		Total (£)	Confirmed/Pending (please provide decision date)
<b>Project Costs</b>			
Q24	Capital funding		
	Revenue funding		
	<i>Total (a This is the overall project cost.)</i>		
<b>Sources of Funding</b>			
Q25	Applicant contribution		
	Income		
	Loans		
	Other grants		
	Other sources (please specify)		
	<b>S106 money (this application request).</b>		
	<i>Total (b)</i> <i>Total</i>		
Q26	Project cost breakdown: Item(s) or activity(ies) <i>Please provide evidence of the cost and that the project cost will provide value for money e.g. comparable quotes.</i>		What the applicant is contributing to the project cost. .  Any fees or charges that might contribute to capital or revenue costs associated with the project, including ongoing maintenance and management costs  Loans from other organisations / banks / building societies / individuals etc  Grants from other organisations; public or private sector  Donations / fundraising etc.  S106 / developer contributions requested  Total a and total b should match. Query with applicant if not.
Q27	If your organisation has received any funding from East Hampshire District Council for other projects during the last year, please provide details and evidence.	Need to know if the proposal may be subject to other funding and if any award may need to be conditional / timed accordingly	Grade and score and commentary alongside:  <b>5 Outstanding, full and robust response</b> , with lots of details and 4 or more comparable quotes provided. <b>Gives full confidence.</b> <b>4 Very Good robust response</b> , with lots of details and 3 comparable quotes provided. <b>Gives confidence.</b> <b>3 Satisfactorily answers the question</b> ; with some details and 2 comparable quotes provided and is reasonably clear <b>acceptable, no major concerns. Further clarification may be needed.</b> <b>2 Poor</b> response with few details supplied, one quote provided. <b>Further information and clarification will be needed. Some concerns</b> <b>1 Very poor</b> response with very little or no details supplied, no quote provided. <b>Further information and clarification will be needed. Some major concerns.</b> <b>0 Does not answer the question.</b>
<b>SECTION 5: OTHERS</b>			
<b>No.</b>	<b>Question</b>	<b>Reason for question</b>	<b>Score</b>
Q28	Please specify if any elements of this	Need to know how to treat the information given.	Note response and provide commentary

	expression of interest are commercially confidential.		
Q29	Please provide details of any additional information that you think may be relevant in the assessment of your project. (Maximum 500 words)	Opportunity for the applicant to share further information they consider is relevant and important.	Note response and provide commentary
<b>SECTION 6: STATEMENTS</b>			
<b>SECTION 7: DECLARATION AND RETURN FORM</b>			