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

**APPLICATION/EVALUATION CRITIERIA**

**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.**

**Summary**

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| **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 | 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 requested £ | This is the at a glance summary of the application information and will be made public in decision recommendations. | Not scored. | |
| D | Parish/Town | 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.    Community facilities  Environmental improvements  Public open spaces and recreation (including play areas, playing fields, pitches and courts, and allotments)  Transport | This is the at a glance summary of the application information and will be made public in decision recommendations. | Not scored. | |

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| **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  *This person must have permission from your organisation/partnership to be the main contact*. | | | 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)  *Will your project be delivered by a partnership? If yes, please list all key delivery partners and their role/lead in the project.* | | | 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 or County  Parish or Town Council  Company Limited by guarantee’s/shares (not for profit)  Company limited by guarantees/shares (making profit)  Company number (if applicable) ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Registered Charity number (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other  (please specify)  Statutory Organisation/Schools  On behalf of someone else  If yes, please specify in what capacity constituted club / association / trust / Community Group | | | 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  *Please tell us when the organisation, charity or partnership was set up* | | | 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/chooses suppliers.  Have quotes been obtained from three different contractors? | | | Need to know if, and the details through evidencing, there is a process for managing how contracts are awarded by the applicant. 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.  Details provided? Yes / No.  Quotes obtained from three 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:   1. Please describe what you are going to do. 2. How many people will benefit and how will they benefit. 3. 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, questionnaires or through a Neighbourhood Plan, if available.  * Provide any plans, designs or drawings to describe your project where possible. * Include financial or non-financial benefits/environmental benefits/social benefits, and whether it is an existing or new facility/project.   (Maximum 750 words / 4 sides of A4 including any diagrams etc.). | | | Need to know if it conforms to the S106 agreement criteria. | | **First:**   * 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   **Then:**  **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;  May stick to the word / space limit some further clarifications are needed but n**o major concerns**  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;  May not stick to the word / space limit. **Requires a lot of further clarification, some concerns.**  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;  May not stick to the word / space limit**. Does not adequately answer the question, some major concerns.**  0 **No answer provided.**  **Weighting: Multiply score by 4** | |
| Q13 | Location of your proposed project  *Please provide us with a postal code for the location of your project.* | | | Need to know if it conforms to the S106 agreement criteria | | Verify against the S106 criteria  **Pass** if it conforms to the criteria  **Fail** if it does not conform to the criteria  Provide commentary. | |
| Q14 | Project duration (DD/MM/YYYY)  Please tick as appropriate.  *Please tell us when the project will start and end.*  Start  Finish | | | Need to know if it conforms to the S106 agreement criteria  Timing will also help to prioritise the projects | | 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)  Provide commentary. | |
| Q15 | Are you the owner of the proposed project site? (Please circle as appropriate)  *Please tell us if your organisation/you own your project site.*  *Tell us if you own the freehold or have a lease of your site and for how long.*  *If your project relates to premises you must demonstrate security of tenure for at least 10 years.*  Yes / No  If not, does the owner support the proposal?  Please specify. | | | 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. | | **Grade and score and commentary alongside:**  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.  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**.  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.**  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.**  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.**  0, **Does not answer the question**. | |
| Q16 | Do you have all required permissions to carry out your project? E.g. landlord permission, planning permission, etc. (Please circle as appropriate)  *Please provide details of any further consents required, e.g. planning permission, building regulations, change of use etc.*  Yes  If yes, please specify  No  If not, when do you expect to have the necessary approvals? | | | Need to know that all statutory consents for any works have been obtained. | | **Grade and score and commentary alongside:**  5 **Outstanding**, **full and robust response** required permissions all in place and evidence supplied, **full confidence** in response.  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 of consents supplied  3 **Good**, a**cceptable**, all required permissions listed with status on consents supplied and dates / timescales given for anticipated consents **no concerns, may need further clarification.**  **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.**  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**  0 **Does not answer the question.** | |
| Q17 | Does the project align with relevant local plans (including Town and Parish priority plans and visions) and national strategies?  (For further information see the guidance notes)  (Maximum 500 words)  *Please go to* [*www.easthants.gov.uk/*](http://www.easthants.gov.uk/)*s106 for more information on the relevant list of strategies and framework documents and to download the documents.* | | | Need to know the extent the proposal is meeting a need and has been planned and managed | | Grade and score and commentary alongside:  5 **Outstanding,** e**xceeds 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. Complements projects and facilities in the local area. Sticks to the word limit.  **Gives full confidence.**  4 **Very Good robust response,** 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. May stick to the word limit.  **Gives confidence.**  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. Complements projects and facilities in the local area.  **Acceptable, no concerns**. May stick to the word limit. **Further information or clarification may be needed.**  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. Does not complement projects and facilities in the local area.  **Some concerns. Further information and clarification will be needed.**  May stick to the word limit.  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. Does not complement projects and facilities in the local area. **A lot of further clarification and information will be needed**.  0 **Does not answer the question.**  **Weighting: Multiply score by 4** | |
| Q18 | Please provide evidence of the feasibility or preliminary works, research that has been undertaken, or architect drawings.  (Maximum 500 words, please continue on a separate sheet of paper if necessary). | | | Need to know the extent the proposal has been planned and considered. | | Grade and score and commentary alongside:  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.**  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.**  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.**  **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.**  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.**  0 **Does not answer the question**.  **Weighting: Multiply score by 2** | |
| Q19 | Are there any restrictions on the use of your organisations facilities?  *This could include the hours your facility is open, the number of people it can facilitate or permitted to use the site.*  Yes / No. If yes, please specify | | | Need to know if the proposal will affect public facilities and benefit derived from the proposal | | **Score 2** if no restrictions  **Score 1** if some restrictions – membership that can be widely applied for  **Score 0** if exclusive membership / restrictions on joining | |
| Q20 | Does your organisation have the following:  An Equality and Diversity policy: Yes/No  Child Protection policy: Yes/No  Adult Safeguarding policy: Yes/No  Health and Safety policy: 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. | | Not scored.  An Equality and Diversity policy: Yes/No  Child Protection policy: Yes/No  Adult Safeguarding policy: Yes/No  Health and Safety policy: Yes/No  Employers liability insurance: Yes/No  Public liability insurance: Yes/No | |
| **SECTION 3: PROJECT COST** | | | | | | Please specify if there are any risks associated with the project. (Maximum 500 words). | |
| **Question & Reason** | | | | | | **Score** | |
| Funding information to be calculated as a % of the proposal cost i.e. S106 requested / total cost of proposal = % | | | | | | **Score 2 if <50%**  **Score 1 if >50%** | |
|  |  | Total (£) | Confirmed/Pending (please provide decision date) | |  | |
|  | |  |  | |  | |
| Q21 | Capital funding |  |  | | The capital cost element of the project  *A* capital expenditure *is an amount spent to acquire or improve a* [*long-term asset*](https://www.accountingcoach.com/blog/what-is-a-long-term-asset) *such as equipment or* *buildings.*  <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](https://www.collinsdictionary.com/dictionary/english/spend) by a business or organisation on general [operating](https://www.collinsdictionary.com/dictionary/english/operate) [costs](https://www.collinsdictionary.com/dictionary/english/cost) such as [rent](https://www.collinsdictionary.com/dictionary/english/rend), [insurance](https://www.collinsdictionary.com/dictionary/english/insurance), heating, [maintenance](https://www.collinsdictionary.com/dictionary/english/maintenance) etc  <https://www.collinsdictionary.com/dictionary/english/revenue-expenditure> | |
| *Total (a)* |  |  | | To obtain the overall project cost | |
| **Sources of Funding** | |  |  | |  | |
| Q22 | Applicant contribution |  |  | | What the applicant is contributing to the project cost – this could include in-kind costs i.e volunteer services. | |
| Fees / charges |  |  | | Any fees or charges that might contribute to capital or revenue costs associated with the project, including ongoing maintenance and management costs | |
| Income |  |  | | 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).** |  |  | |  | |
| *Total (b)* |  |  | | Total a and total b should match.  Query with applicant if not. | |
| Q23 | Has your organisation received any funding from East Hampshire District Council for other projects during the last year? (Please circle as appropriate)  Yes / no - if yes, please specify. | Need to know if the proposal may be subject to other funding and if any award may need to be conditional / timed accordingly | | | | Need to verify if the proposal has been subject of other EHDC grant  Check with Communities Team – note response and provide commentary | |
| Q24 | Please provide details about how your project will be managed, including;   * How will you manage your project? * How will you ensure it is delivered in a timely way and governed? * How will you monitor and evaluate your project? * How will you promote your project? * What ongoing maintenance/inspections will be required? * How will you ensure it is sufficiently resourced in terms of funding and staffing, and future maintenance and management of your project?   (Maximum 1000 words plus an attachment of not more than 4 sides of A4, this could include diagrams or structure charts).  For applications over £50,000 please enclose a business plan and project management plan. | Need to know there are longer term arrangements for maintaining and managing the project. | | | | Grade and score and commentary alongside:  5 **Outstanding, full and robust response,** with lots of details provided and sticks to the word limit. **Gives full confidence. No further clarification needed.**  4 **Very Good robust, clear response,** with details provided and may stick to the word limit. **Gives confidence. No further clarification needed.**  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**  2 **Poor response, unsatisfactory few** details supplied. **Further information and clarification will be needed.** May stick to the word limit. **Some concerns.**  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.**  0 **Does not answer the question**.  **Weighting: Multiply score by 4** | |
| Q25 | Please specify if there are any risks associated with the project and how you will manage them (maximum 500 words). | Need to know that the applicants have identified any project risks and assessed the risk accordingly | | | | **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, delivered in a timely way, monitored and evaluated and promoted, **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, delivered in a timely way, monitored and evaluated and promoted, **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, delivered in a timely way, monitored and evaluated and promoted, may stick to the word / space limit, some further clarifications are needed but **no major concerns**  2 **Poor response, unsatisfactory**; response provided is **unclear** as to how the project will be managed, delivered in a timely way, monitored and evaluated and promoted.May not stick to the word / space limit. **Requires a lot of further clarification, some concerns.**  1 **Insufficient information provided / 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; May not stick to the word / space limit**. Does not adequately answer the question,**  **some major concerns. Requires a lot of further clarification and information.**  0 **No answer provided.**  **Weighting: Multiply score by 4.** | |
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| **SECTION 4: OTHERS** | | | | | |  | |
| **No.** | **Question** | **Reason for question** | | | | **Score** | |
| Q26 | Are any elements of this application commercially confidential? (Please circle as appropriate)  Yes / not - if yes, please specify. | Need to know how to treat the information given. | | | | Note response and provide commentary | |
| Q27 | 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 | |

Copy of your constitution  (tick if received)

Latest accounts  (tick if received)

Quotations for costs  (tick if received)

Evidence of support  (tick if received)

Plans, designs or drawings  (tick if received)

Copies of required permissions, Landlord, Planning Permission, Leases  (tick if received)

**For applications over £50,000:**

Copy of Business Plan  (tick if received)

Project Management Plan  (tick if received)