Creative Communities Scheme Assessment Form - TEMPLATE
Form Preview

Assessor Declaration

* indicates a required field

Form Introduction

Please take the time to familiarise yourself with SmartyGrants. For any questions, please contact **{ internal contact details }.**

This internal eligibility form must be completed for each application. You should:

- Review the applicant's responses to the eligibility questions in the application form, including any supporting documents and confirm that the applicant meets the eligibility criteria
- Where possible, an applicant's responses have been pre-populated into this assessment form
- Please click '*show application*' at the the top right of the form to view the complete application form alongside this assessment form
- Where further information is required from the applicant, or a application is found to be ineligible for funding, please ensure to provide a clear rationale for your assessment

Conflict of Interest

All assessors must declare if they have, or could be perceived to have, a conflict of interest.

If an assessor has something to personally gain from an application being either successful or unsuccessful, or if members of the public could have grounds to perceive that the assessor could personally gain from a decision, do not proceed to assess this assessment.

Conflict of Interest *

- ○ I DO NOT have a conflict of interest
- ○ I DO have a conflict of interest

Confidentiality

As an assessor for {{ Council name }} you are being given access to confidential and, in some cases, private and sensitive information. You must agree to the statement below in order to proceed with this assessment.

I pledge to preserve the confidentiality of any information supplied to me in my role as an assessor for **{{ Council name }}**. I will not make copies of or disclose this information unless explicitly authorised by **{{ Council name }}** or required to do so by law. I will not use any information supplied to me in my role as an assessor for any personal gain.

Confidentiality *

- ○ I agree
- ○ I do not agree

Application Assessment

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* indicates a required field

Project Summary

Project Title

This question is read only.

Total Project Cost

$

This question is read only.
What is the total budgeted cost (dollars) of your project?

Instructions for Assessors

The criterion correlates to the answers in the application form in Page 5 under Project Details.

Scores:

4 = application meets criterion to a very high standard

3 = application meets criterion well

2 = application just meets the criterion

1 = application largely fails to meet the criterion

0 = application completely fails to address criterion

Indicators

The indicators are designed to help you understand in specific terms what is meant by each criterion. Use the indicators provided to help construct your score. The total score will be out of 20 and will be tallied up in the total score field below the criteria.

CRITERION: The Idea

Has the applicant articulated the idea of the project and its need? *

○ 0 ○ 1 ○ 2 ○ 3 ○ 4

Indicators:

- The applicant has identified the idea and the need for this project.
- The applicant has articulated the goals they wish to achieve in delivering the project.

CRITERION: The Process

Does the application provide a plan outlining the process for implementing the project? *

○ 0 ○ 1 ○ 2 ○ 3 ○ 4

Indicators:

- Applicant describes the stages involved in delivery of the project and how each will be carried out.

CRITERION: The People

Does the application outline the key people involved in the project? *
○ 0 ○ 1 ○ 2 ○ 3 ○ 4

Indicators:

- There is evidence provided of the key personnel and there are details provided about their qualifications and suitability for the role.
- The application outlines how the key people will be involved in the project and the contributions they will make to it.
- If other groups or partners are involved relevant details and evidence have been attached and provided for in the application.

CRITERION: The Criteria

Funding Criteria
○ Access and Participation
○ Diversity
○ Young People
This question is read only.
This information reflects the selection made by the applicant.

Has the applicant appropriately addressed the criteria that they selected? *
○ 0 ○ 1 ○ 2 ○ 3 ○ 4

Indicators:

- Applicant has selected the appropriate criteria
- The application demonstrates how the project is in line with this criteria category and demonstrates the ways the project will deliver in line with the selected criteria.
- Provided evidence and anecdotes.
- The level of community support can be considered as part of this criterion.

CRITERION: The Budget

Is the budget reasonable and does it add up? *
○ 0 ○ 1 ○ 2 ○ 3 ○ 4

Indicators:

- Budget items are clearly articulated
- The budget adds up
- The budget seems reasonable/realistic
- The applicant has considered hidden costs of the project/program (e.g. administration and evaluation costs)
- Supplied quotes seem legitimate and reasonable

CRITERIA Total Score

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Total Score

This number/amount is calculated.

Recommendation

Is the project recommended for funding? *
- ○ Yes
- ○ No
- ○ Further information required

Please provide explanation if 'Other' is chosen.

Comments *

Please provide further information explaining the rationale for your recommendation

Funding

Total Amount Requested

$

This question is read only.

Total Amount Recommended *

$

Must be a dollar amount.

Reason for Decline

Please select the reason the application is declined for funding *
- ○ Ineligible
- ○ Incomplete
- ○ Low Priority