

**THIRD SECTOR GRANTS (INCLUDING EVENTS AND FESTIVALS)
PROPOSED AMENDMENTS 2013/14**

1.0 SUMMARY

- 1.1 This report details proposed amendments to the process for all Third Sector Grants (including Events and Festivals) for the financial period 2013/14 and beyond.

2.0 RECOMMENDATIONS

- 2.1 That elected members note the introduction of a Scoring Matrix for all Third Sector grants (including Events and Festivals).
- 2.2 That elected members agree to an upper limit of £4,000 on the amount of funding made available to any one group or organisation in any one financial period, unless there are exceptional circumstances.
- 2.3 That elected members agree a carry forward of a minimum of £5,000 of the total allocation to the second round of grant allocations at the Area Committee meeting in August each year.
- 2.4 That elected members note the earlier closing date of 1st February for the first round of funding in 2013.

3.0 DETAIL

- 3.1 The proposal for the introduction of a scoring matrix for all Third Sector Grants (including Events and Festivals) was presented by local Community Development Officers (CDOs) to Area Business days held in November 2012.
- 3.1.1 The introduction of a scoring matrix would complement the assessment form and make the process more robust, equitable and consistent across all council areas.
- 3.1.2 The scoring matrix is divided into three sections: Social/Community Impact, Sustainability and Finance. It is proposed that the weighting on each of these sections will be as follows: Social/Community Impact 40%, Sustainability 30%, and Finance 30%.

3.1.3 It is proposed that further weighting is allocated to the social/community impact section by each area committee according to agreed area priorities.

3.1.4 Scores will not normally be disclosed at Area Committee meetings, except where applications are borderline.

3.2 It is proposed that an upper limit of £4,000 is awarded to any one group or organisation in any one financial year, except in exceptional circumstances. This will provide more clarity for applicants and allow the total allocation (£35,000 in 2012/13) to be available to more organisations.

3.3 Third Sector grants are awarded at Area Committee meetings each year in April and August. It is proposed that each Area Committee agrees an amount to be carried forward to the second round to ensure that projects and events starting later in the year are still able to access some funds. For the Oban, Lorn and the Isles area it is proposed that a minimum of £5,000 is carried forward to the second round.

3.4 It is proposed that the closing date for the first round of applications for 2013/14 is 1 February 2013. This will allow approximately four weeks to assess and score applications prior to reporting to the pre-agenda meetings of Area Committees.

4.0 CONCLUSION

4.1 The proposed amendments to the Third Sector grant application system will ensure a more robust and transparent process and allocation of funds to Third Sector organisations according to local priorities.

5.0 IMPLICATIONS

- 5.1 Policy: None
- 5.2 Financial: Within Third Sector Grants area allocation 2013/14
- 5.3 Legal: None
- 5.4 HR: None
- 5.5 Equalities: None
- 5.6 Risk: None
- 5.7 Customer Service: None

6.0 APPENDICES

- 6.1 Draft scoring matrix 2013/14
- 6.2 Draft scoring matrix Events and Festivals 2013/14

Margaret Fyfe
Community Development Manager

20 November 2014

For further information:

Laura MacDonald, Community Development Officer (Bute and Cowal)
Lorn Community Learning Centre
Willowview
Lower Soroba
Oban
PA34 4SB

01631 567944
laura.macdonald@argyll-bute.gov.uk

THIRD SECTOR GRANTS SCORING MATRIX

Appendix 6.1

| DRAFT SCORING MATRIX SUMMARY | | | | | |
|------------------------------|------------|----------|-------------|-----------|---------|
| Section | Max. Score | Awarded | Measure | Weighting | Outcome |
| Social Impact | 100 | 0 | | | |
| Sustainability | 100 | 0 | | | |
| Financial | 100 | 0 | | | |
| Total | 300 | 0 | 100% | | |

| SCORING | | | | | | | | |
|---------------|----------------------|---------|-------|-----------|---------|--|-----------|---------|
| SOCIAL IMPACT | | | | | | | | |
| Ref | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q1 | Educational | Weak | 0 | 10 | | No clear educational targets | | |
| | | Average | 5 | | | Project has broad aims but may provide the opportunity for skills development for participants | | |
| | | Strong | 10 | | | Project aims to increase skills and knowledge of participants | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q2 | Environmental Impact | Weak | 0 | 10 | | No environmental targets | | |
| | | Average | 5 | | | Does not specifically contribute to council targets but has clear environmental aims | | |

| | | Strong | 10 | | | Contributes to council strategic targets | | |
|----|--|---------|-------|-----------|---------|---|-----------|---------|
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q3 | Cultural Impact | Weak | 0 | 10 | | No cultural targets | | |
| | | Average | 5 | | | Does not specifically contribute to council targets but has clear cultural aims | | |
| | | Strong | 10 | | | Contributes to council strategic targets | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q4 | Health and Wellbeing | Weak | 0 | 10 | | No clear health and wellbeing targets | | |
| | | Average | 5 | | | General statement provided without targets or means to assess impact | | |
| | | Strong | 10 | | | Group can evidence clear physical or mental health and wellbeing targets and how these will be measured | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q5 | Addressing Social Inclusion - targeted groups: people with disabilities, black and minority ethnic groups, | Weak | 0 | 10 | | General community benefit | | |
| | | Average | 5 | | | No specific group targeted but clear benefits for one or more targeted group | | |

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|----|---|--------------|--------------|------------------|----------------|--|------------------|----------------|
| | young people, people on low incomes, elderly people, LGBT | Strong | 10 | | | One or more groups targeted | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q6 | Community Capacity Building | Weak | 0 | 10 | | Activities may result in individuals or organisations gaining more skills or confidence, but this is not an aim of the project or measured. | | |
| | | Average | 5 | | | Skills and/or structures of the group or organisation are developed to enable it to play a stronger role within its community | | |
| | | Strong | 10 | | | Community is better able to identify and help meet their needs and to participate more fully in society | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q7 | Community Impact | Weak | 0 | 10 | | Activity brings people together for personal benefit | | |
| | | Average | 5 | | | Activity brings people together from different areas for no particular developmental purpose but in a way that creates a sense of community cohesion and belonging | | |

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|-----|---|--------------|--------------|------------------|----------------|--|------------------|----------------|
| | | Strong | 10 | | | Activity brings people together for the purpose of improving or developing their local community (geographical or community of interest) | | |
| | | Level | Score | Max Score | | Awarded | Weighting | Outcome |
| Q8 | Alleviation of rural isolation | Weak | 0 | 10 | | Community is not disadvantaged in project area by its rural location | | |
| | | Average | 5 | | | Project increases access for rural communities or small towns to services that are available urban areas | | |
| | | Strong | 10 | | | Project increases access for island and remote rural communities to services that are available in small towns or urban areas | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q9 | Enhancement of quality of life for residents and visitors | Weak | 0 | 10 | | Project does not provide or increase activities or access to community spaces | | |
| | | Average | 5 | | | Project provides or increases access to activities or spaces in the area on a temporary basis | | |
| | | Strong | 10 | | | Project provides or increases regular access to activities or spaces in the area on a long term basis | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q10 | Partnership Working | Weak | 0 | 10 | | Applicant evidences no partnership working or support from other organisations | | |

| | | Average | 5 | | | Project can demonstrate support from CPP partners or other third sector groups or organisations | | | |
|-----------------------|---|---------|-------|-----------|---------|---|-----------|---------|--|
| | | Strong | 10 | | | Applicant has involved or worked in partnership with other organisations and has demonstrated this in the application | | | |
| SUSTAINABILITY | | | | | | | | | |
| Ref | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome | |
| Q1 | How is the project activity going to continue after the funding has been used | Weak | 0 | 25 | | Group have not identified potential funding sources or strategies for continuation of project | | | |
| | | Average | 10 | | | Group are aware of potential continuation options (funders etc) but have no specific plans in place | | | |
| | | Strong | 25 | | | Project/Activity is a one off or clear plans are in place for how the project will continue after the funding | | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome | |
| Q2 | Has the project provided evidence of need | Weak | 0 | 25 | | No evidence provided | | | |
| | | Average | 10 | | | General statement provided without hard evidence eg anecdotal, or out of date research | | | |
| | | Strong | 25 | | | Specific statement provided which evidences need for project eg consultations, statistics, research reports etc. | | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome | |

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| Q3 | What are the barriers and challenges to the project? | Weak | 0 | 25 | | Applicant has failed to evidence awareness of any potential difficulties or challenges and therefore has no contingency planning | | | |
| | | Average | 10 | | | Some barriers and challenges have been identified, however the applicant has not outlined any plans to address these | | | |
| | | Strong | 25 | | | Applicant has identified potential barriers and challenges and has planned to deal with them | | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome | |
| Q4 | How will the project be monitored and evaluated | Weak | 0 | 25 | | Applicant has no evaluation plan for project | | | |
| | | Average | 10 | | | Clear targets and success measures identified | | | |
| | | Strong | 25 | | | Evaluation plan involves / gathers feedback from service users | | | |
| FINANCE | | | | | | | | | |
| Ref | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome | |
| Q1 | First time application/or organisation has not received funding in the last 2 years | Weak | 0 | 25 | | Repeat application for purpose which has received funding in the last two years | | | |
| | | Average | 10 | | | The organisation has not received funding for this project previously although they may have received grant funding for other activities | | | |

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|----|---------------|--------------|--------------|------------------|----------------|--|------------------|----------------|
| | | Strong | 25 | | | First time applicant or have not received funding from Argyll and Bute Council in the last 2 years | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q2 | Match funding | Weak | 0 | 25 | | Not yet applied for / no clear fundraising plans | | |
| | | Average | 10 | | | Applied/clear fundraising plans | | |
| | | Strong | 25 | | | Secured | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q3 | Reserves | Weak | 0 | 25 | | Group has significant unrestricted reserves which could fund the activity | | |
| | | Average | 10 | | | Group has reserves which are ring-fenced for other purposes | | |
| | | Strong | 25 | | | Group has no reserves | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q4 | Additionally | Weak | 0 | 25 | | Activity is a core function | | |
| | | Average | 10 | | | Activity is on-going and in addition to group's core activities | | |
| | | Strong | 25 | | | Activity is new and in addition to group's core activities | | |

THIRD SECTOR GRANTS SCORING MATRIX - EVENTS AND FESTIVALS

Appendix 6.2

| DRAFT SCORING MATRIX SUMMARY | | | | | |
|------------------------------|------------|---------|---------|-----------|---------|
| Section | Max. Score | Awarded | Measure | Weighting | Outcome |
| Community Impact | 100 | 0 | | | |
| Sustainability | 100 | 0 | | | |
| Financial | 100 | 0 | | | |
| Total | 300 | 0 | 100% | | |

| Community Impact | | | | | | | | |
|------------------|-----------------|---------|-------|-----------|---------|--|-----------|---------|
| Ref | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q1 | Economic Impact | Weak | 0 | 10 | | Minor economic impact | | |
| | | Average | 5 | | | One day event which will attract and encourage tourism | | |

| | | | | | | | | |
|----|----------------------|--------------|--------------|------------------|----------------|---|------------------|----------------|
| | | Strong | 10 | | | Over one day event that will encourage local spend and attract and encourage tourism | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q2 | Environmental Impact | Weak | 0 | 10 | | No environmental targets | | |
| | | Average | 5 | | | Does not specifically contribute to council targets but has clear environmental aims | | |
| | | Strong | 10 | | | Contributes to Council or Community Plan strategic targets | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q3 | Cultural Impact | Weak | 0 | 10 | | No cultural targets | | |
| | | Average | 5 | | | Does not specifically contribute to council targets but has clear cultural aims | | |
| | | Strong | 10 | | | Contributes to Council or Community plan strategic targets | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q4 | Health and Wellbeing | Weak | 0 | 10 | | No clear health and wellbeing targets | | |
| | | Average | 5 | | | General statement provided without targets or means to assess impact | | |
| | | Strong | 10 | | | Group can evidence clear physical or mental health and wellbeing targets and how these will be measured | | |

| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
|----|--|---------|-------|-----------|---------|---|-----------|---------|
| Q5 | Addressing Social Inclusion - targeted groups: people with disabilities, black and minority ethnic groups, young people, people on low incomes, elderly people, LGBT | Weak | 0 | 10 | | General community benefit | | |
| | | Average | 5 | | | No specific group targeted but clear benefits for one or more targeted group | | |
| | | Strong | 10 | | | One or more groups targeted | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q6 | Community Capacity Building | Weak | 0 | 10 | | Activities may result in individuals or organisations gaining more skills or confidence, but this is not an aim of the project or measured. | | |
| | | Average | 5 | | | Skills and/or structures of the group or organisation are developed to enable it to play a stronger role within its community | | |
| | | Strong | 10 | | | Community is better able to identify and help meet their needs and to participate more fully in society | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q7 | Community Impact | Weak | 0 | 10 | | Activity brings people together for personal benefit | | |

| | | | | | | | | |
|----|---|--------------|--------------|------------------|----------------|--|------------------|----------------|
| | | Average | 5 | | | Activity brings people together from different areas for no particular developmental purpose but in a way that creates a sense of community cohesion and belonging | | |
| | | Strong | 10 | | | Activity brings people together for the purpose of improving or developing their local community (geographical or community of interest) | | |
| | | Level | Score | Max Score | | Awarded | Weighting | Outcome |
| Q8 | Alleviation of rural isolation | Weak | 0 | 10 | | Community is not disadvantaged in project area by its rural location | | |
| | | Average | 5 | | | Project increases access for rural communities or small towns to opportunities that are available in urban areas | | |
| | | Strong | 10 | | | Project increases access for island and remote rural communities to opportunities that are available in small towns or urban areas | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q9 | Enhancement of quality of life for residents and visitors | Weak | 0 | 10 | | Project does not provide or increase activities or access to community spaces | | |
| | | Average | 5 | | | Project provides or increases access to activities or spaces in the area on a temporary basis | | |
| | | Strong | 10 | | | Project provides or increases regular access to activities or spaces in the area on a long term basis | | |

| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
|-----|---------------------|---------|-------|-----------|---------|---|-----------|---------|
| Q10 | Partnership Working | Weak | 0 | 10 | | Applicant evidences no partnership working or support from other organisations | | |
| | | Average | 5 | | | Project can demonstrate support from CPP partners or other third sector groups or organisations | | |
| | | Strong | 10 | | | Applicant has involved or worked in partnership with other organisations and has demonstrated this in the application | | |

SUSTAINABILITY

| Ref | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
|-----|---|---------|-------|-----------|---------|--|-----------|---------|
| Q1 | Is there evidence of need for the project | Weak | 0 | 20 | | No evidence provided | | |
| | | Average | 10 | | | General statement provided without hard evidence eg anecdotal, or out of date research | | |
| | | Strong | 20 | | | Need identified through consultation/research/previous event | | |
| Ref | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q2 | Is there an appropriate management structure in place | Weak | 0 | 20 | | No set structure | | |
| | | Average | 10 | | | Chair, Secretary and Treasurer in place | | |
| | | Strong | 20 | | | Full structure and/or volunteers in place | | |

| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
|----------------|--|---------|-------|-----------|---------|--|-----------|---------|
| Q3 | Does the organisation have the capacity to manage the event? | Weak | 0 | 20 | | No clear plans | | |
| | | Average | 10 | | | Planning framework in place or evidence of previous experience (not both) | | |
| | | Strong | 20 | | | Planning framework in place and evidence of previous experience | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q4 | What are the barriers and challenges to the project? | Weak | 0 | 20 | | Applicant has failed to evidence awareness of any potential difficulties or challenges and therefore has no contingency planning | | |
| | | Average | 10 | | | Some barriers and challenges have been identified, however the applicant has not outlined any plans to address these | | |
| | | Strong | 20 | | | Applicant has identified potential barriers and challenges and has planned to deal with them | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q5 | How will the project be monitored and evaluated | Weak | 0 | 20 | | Applicant has no evaluation plan for project | | |
| | | Average | 10 | | | Clear targets and success measures identified | | |
| | | Strong | 20 | | | Evaluation plan involves / gathers feedback from service users | | |
| FINANCE | | | | | | | | |
| Ref | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |

| | | | | | | | | |
|----|---|--------------|--------------|------------------|----------------|--|------------------|----------------|
| Q1 | First time application/or organisation has not received funding in the last 2 years | Weak | 0 | 25 | | Repeat application for purpose which has received funding in the last two years | | |
| | | Average | 10 | | | The organisation has not received funding for this project previously although they may have received grant funding for other activities | | |
| | | Strong | 25 | | | First time applicant or have not received funding from Argyll and Bute Council in the last 2 years | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q2 | Match funding | Weak | 0 | 25 | | Not yet applied for / no clear fundraising plans | | |
| | | Average | 10 | | | Applied/clear fundraising plans | | |
| | | Strong | 25 | | | Secured (through funding applications or fundraising) | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q3 | Reserves | Weak | 0 | 25 | | Group has significant unrestricted reserves which could fund the activity | | |
| | | Average | 10 | | | Group has reserves which are ring-fenced for other purposes | | |
| | | Strong | 25 | | | Group has no reserves | | |
| | | Level | Score | Max Score | Awarded | Measure | Weighting | Outcome |
| Q4 | Measurement of financial impact | Weak | 0 | 25 | | No clear measurement of financial impact | | |
| | | Average | 10 | | | The organisation has projected but no clear model in place in how to assess actual impact | | |

| | | | | | | | |
|--|--|--------|----|--|---|--|--|
| | | Strong | 25 | | Clear measurable benefit to the local economy - applicant has identified how to evaluate and measure the financial impact | | |
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