

**Application Form – Questions to Assess the Prioritised Criteria**

The application form will also be designed to elicit responses to the 15 key criteria e.g. as follows:

<b>No.</b>	<b>Question</b>	<b>Associated Criteria (1 to 15)</b>	<b>Comments</b>	<b>Score</b>
1	Please tell us the number of individual participants you currently coach per week and the number you expect to coach per week once the project is complete?	1 – Breadth of the needs met	Participation levels before and after the project and the growth achieved. (A separate table will record these details in the application form, including gender, junior / senior, disabled, ethnicity etc).	0 – No increase or a reduction in the number of people coached 1 – 10% increase 2 – 20% increase 3 – 30% increase 4 – 40% increase 5 – 50% increase or more

No.	Question	Associated Criteria (1 to 15)	Comments	Score
2	How will the physical design or your project and the proposed programme meet the needs of the target groups that traditionally have low rates of participation?	15 - Inclusiveness	To be assessed via a statement of not more than 500 words. Property and Leisure to assess this statement. (Some criteria to be developed e.g. design principles, DDA compliance, adequacy of changing facilities, programme audience etc)	0 – No response 1 – Poor response 3 – Satisfactory response 5 – Full response
3	What is the overall amount you are requesting?	2 – Value for money 3 – Section 106 value for money	Ratio of number of participant beneficiaries to the funding requested e.g. - 50 people / £100,000 = £2,000 p/participant - 100 / £50,000 = £500 - 200 / £200,000 = £1,000	The lower the ratio (monetary sum), the higher the score: 1 – £2,000 plus 2 – £1,500 3 – £1,000 4 – £750 5 – £500 or less

No.	Question	Associated Criteria (1 to 15)	Comments	Score
4	How much of your: (a) own funding, and (b) other sources of funding are you able to provide to support the project?	4 – Partnership funding secured	The higher the ratio of their combined funding in relation to the funding requested, the higher the score e.g. - £0 match funding / £50k requested = 0 - £100k match funding / £100k requested = 1 - £100k match funding / £50k requested = 2 - £150k match funding / £50k requested = 3 - £200k match funding / £50k requested = 4	The higher the ratio, the higher the score: 0 – 0 1 – up to a ratio of 1 2 – a ratio of between 1.1 & 2 3 – a ratio of between 2.1 & 3 4 – a ratio of between 3.1 & 4 5 – 4.1 or more

No.	Question	Associated Criteria (1 to 15)	Comments	Score
5	<p>If you answered positively to (b) above, is your funding</p> <ul style="list-style-type: none"> <li>- In place and secure?</li> <li>- Application submitted and waiting to hear?</li> </ul>	5 -Potential for attracting additional partnership funding	<p>Higher score for those with funding in place e.g.</p> <ul style="list-style-type: none"> <li>- Funding applied for and secure</li> <li>- Funding applied for, waiting to hear</li> <li>- No funding applied for and no intention to apply</li> </ul>	<p>0 – No funding applied for</p> <p>2 – Funding applied for, waiting to hear</p> <p>4 – Funding in place</p>
6	How do you proposals align with relevant planning policies such that a positive development management decision would be the outcome, if one is required?	6 – Statutory planning issues	Applicant to provide a statement (no more than 500 words) and reference to planning pre-application feedback, where relevant and received.	<p>0 – Not aligned to planning policies</p> <p>2 – Appears aligned, but some issues unresolved</p> <p>4 – Aligned</p>

No.	Question	Associated Criteria (1 to 15)	Comments	Score
7	What is the address / location of your project?	7 – Location in relation to the BSN development	The closer to the development, the higher the score (better accessibility)	0 – 6 miles or more 1 – 5 miles or less 2 – 4 miles or less 3 – 3 miles or less 4 – 2 miles or less 5 – 1 mile of less
8	Does your organisation have any experience of managing capital / building projects?	8 – Project management capability	(Details of the experience will be requested) Experience will result in a higher score.	0 – No experience 2 – Some experience 4 – Strong relevant experience e.g. similar scope / scale
9	Accessibility (a) What are the planned opening times / days for the project? (b) Will your project be fully DDA compliant? (c) Will it have facilities for all genders?	9 – Facility management arrangements	The greater the accessibility, the higher the score (b) and (c) require a 'Yes' – a 'No' will preclude the application for consideration (a) the longer the opening times the higher the score	1 – 3 days a week or less 3 – 5 to 7 days a week 5 – 7 days a week

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10	Please provide details of the ongoing running costs for the project e.g. staffing, utilities, insurance etc? Please indicate how you will fund these additional costs.	10 – Facility running costs	Additional costs to have been estimated and factored into the income and expenditure forecasts for the project when in operation.	<p>0 – Costs not estimated and not factored in to the overall income / expenditure</p> <p>2 – Costs estimated but no evidence to indicate that they are affordable</p> <p>5 – Costs estimated and demonstrated to be affordable</p>

No.	Question	Associated Criteria (1 to 15)	Comments	Score
11	<p>Do your plans and calculations provide for a 'sinking fund' to enable the replacement of the key components of the project in the future e.g. roof, plant, playing surfaces, ventilation, heating systems. Please provide evidence of this in your calculations.</p>	10 – Facility running costs	<p>If sinking fund arrangements have been considered and have been factored into the forecasted accounts and the accounts are sustainable, then full marks will be awarded.</p>	<p>0 – No sinking fund  0 – Sinking fund identified but not costed / affordable  5 – Sinking fund identified and affordable within the projected accounts</p>

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12	Please provide details of the support you have for this project e.g. survey responses, district / town / parish council, Active East Hertfordshire, Hertfordshire Sports Partnership, Sport England, the National Governing Body for the sport(s).	11 – External support for the project	1 point for each aspect of support (Support from the NGB is essential, if applicable)	0 – No supporting evidence provided 1 – x1 supporting evidence 2 – x2 supporting evidence 3 – x3 supporting evidence 4 – x4 supporting evidence 5 – x5 or more supporting evidence
13	Do you have security of tenure / ownership of the land on which the project is being located, for at least 10 years?	12 – Risk factors	Yes – project can be considered No – project cannot be supported (subject to consideration of any mitigation made)	Yes or No



No.	Question	Associated Criteria (1 to 15)	Comments	Score
14	Can your project commence within 16 weeks of the award of funding?	13 – Readiness to proceed	Yes – project can be considered No – project cannot be supported (subject to consideration of any mitigation)	Yes or No
15	Can your project be completed within 18 months of the date of the award letter?	13 – Readiness to proceed	Yes – project can be considered No – project cannot be supported (subject to consideration of any mitigation)	Yes or No

No.	Question	Associated Criteria (1 to 15)	Comments	Score
16	Please provide details of how your project will reduce its environmental impact e.g. design, lighting, energy saving, noise control etc?	14 – Environmental sustainability	Applicant to provide a statement (no more than 500 words)	<p>0 – Environmental impact issues not identified or addressed</p> <p>2 – Environmental impact issues identified but not satisfactorily addressed at this stage</p> <p>4 – Environmental impact issues identified and satisfactorily addressed</p>