Area Board Grant Assessment Guidance

The following guidance is available to support Councillors in their Area Board grant funding decision making. The questions offer a good practice guide, however, it is understood and acknowledged that each Area Board and individual Councillor will assess projects and make decisions based on their own experience and expertise. If a Councillor is satisfied that an answer to the below question is 'yes', then the project is demonstrating best practice in that category.

If information is not clear from the form itself, further questions may be asked of the applicant in advance via the Community Engagement Manager or at the business meeting itself.

The Area Board grant assessment guidance is also available to grant applicants, in order to ensure projects are aspiring to meet the priorities of the Area Board grant funding.

Assessment Guidance
Delivery to business plan and local priorities
• Does the project clearly articulate how they are delivering to two missions of the Wiltshire Council Business Plan?
• Has the applicant identified a suitable local priority from your area board and set out how this project is supporting it?
Project Benefits including impact and outcomes
• Does the proposed project articulate the benefits and defined beneficiaries?
• Is there evidence that this project will support a large number of local residents?
• Alternatively, is the applicant able to demonstrate a **high impact** project that may only support a smaller number of residents?
• Is there evidence of how the benefits of the project will be sustained among beneficiaries in the longer term?
Financial management and organisation
• Does the project demonstrate clear and sound financial management?
• Has the applicant undertaken further fundraising efforts?
• Is the overall project and requested Area Board investment to it cost effective?
• Is there evidence that the organisation is properly governed, accounts/ decision making / regulatory bodies / reputation / affiliates?
• Is a sinking fund in place or a clear financial plan to make this project sustainable?
• Is a clear and robust arrangement in place to monitor the outcomes and impact of this project? For example, does the project monitor number of participants, the impact it has on them – is it striving to improve this?
Evidence of local need and community involvement
• Is there evidence that the project has been devised from a clear and quantified need or demand? Has there been wider engagement to establish need?
• Is this project working in partnership with other organisations?
• Is local volunteering encouraged through this project?
Environmental Impact
• Does this project support Wiltshire Council's ambition to become carbon neutral by 2030? A strategy overview can be found on pages 6 and 7 of the Wiltshire Council climate strategy.
• Has the environmental impact of this project been considered?
Addressing health inequalities
• Does the project support and include under-represented, disadvantaged, or vulnerable communities by addressing health inequalities and removing barriers to participation?
• Is the applicant ensuring the project is accessible and affordable?
Safeguarding
• Does the project show an acknowledgment and understanding of the importance of contextual safeguarding in communities? (link to definition of contextual safeguarding)
• For projects working with young people and older and vulnerable adults is there a strong commitment to safeguarding shown?