

SHIRE Environment Grant Scheme Assessment Form. Project details

Application reference:	
Applicant name:	
Project title / Description:	
Total cost of project:	
Value of grant requested:	
%	
VAT included	
VAT excluded	

PART 1: Assessment against grant requirements (Application must pass all requirements to be eligible unless exception has been agreed with Team Manager)		Pass	Fail	N/A	Panel comments	Further information from application
1	Will the project benefit the residents of Leicestershire?					
2	Is the applicant eligible? (Type of organisation and signed constitution and/or charitable status)					
3	Have all required permissions and consents been considered?					
4	Does the project meet one or more of the primary outcomes?					
5	Have all the costs been supplied and are they eligible?					
6	Has the required match funding been secured or has adequate evidence been provided for how it will be raised?					
7	Can the project be completed within 12 months of the grant offer? *					
8	Has the applicant supplied at least 3 valid quotes? (for items over £500)					
9	Does the project involve the community or raise awareness?					
10	Does the project have monitoring and evaluation mechanisms?					
11	Does the project avoid replicating / conflicting with current projects in the area?					
12	Are there any specific reasons why the Council should not invest in this project / activity or organisation?					
13	Does the project have support from their local Leicestershire County Councillor?					
14	Has the organisation considered any reasonable adjustments in order to ensure the project / activity is accessible and avoids discrimination to all groups with protected characteristics. These characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.					

Part 1: Additional requirements for building energy and biodiversity projects

15	Is the property / land eligible?					
16	Is the property owned, under the control or leased for at least 10 years by the applicant? *					
17	Does it meet recommendations of the Energy Audit / EPC / DEC, recommendations report in priority order? *					
18	Are copies of the previous 12 months energy bills provided, and has confirmation been given that future energy bills will be provided?					
19	Does the bid include details of maintenance beyond the grant (Clause 5.2 in the guidance)					
20	Is the site already designated nationally or is there local evidence that the site work has received relevant consents - Natural England, Local Authority licensing (Clause 5.4)?					
21	Has the project included a risk assessment (Clause 5.10)?					
		Pass	Fail			

Result
Completed by:
Checked by:

*Exceptions may be allowed. Specify in comments

PART 2a: Assessment of application quality (Only complete if application has passed Part 1)

	Criteria	Scoring Basis	Assessment Score	Score	Panel Comments	Further information from application
1	How many primary outcomes does the project meet?	· 1 outcome	1			
		· 2 outcomes	2			
		· 3 outcomes	3			
		· 4 outcomes	4			
2	How many secondary benefits does the project meet?	· 0 secondary benefits	0			
		· 1 secondary benefit	1			
		· 2 secondary benefits	2			
		· 3 secondary benefits	3			
3	Degree of quality of resident involvement and behavioural change	· Low	1			
		· Medium	2			
		· High	3			
4	Provision of evidence demonstrating that the project has met its outcomes	· No evidence	0			
		· Unable to provide evidence	1			
		· Indirect	3			
		· Direct	3			
		· Both direct and indirect	5			
5	Clear and detailed project outline	· No	0			
		· Yes	1			
6	Level of project risk (How likely is it that the project will not achieve the grant fund outcomes?)	· High	0			
		· Medium	1			
		· Low	2			
7	Does the project complement existing services?	· No	0			
		· Yes	1			
8	Sustainability of the project	· One off project	1			
		· Sustainable with additional funding	2			
		· Sustainable with no additional funding	3			
9	Advertising and marketing	· No advertising or marketing	0			
		· The project will be advertised and marketed	1			
10	Does the project show new sustainable innovative solutions?	· No	0			
		· Yes	1			

Total	0
Out of	24

PART 2b: Project specific criteria: BUILDING ENERGY PROJECT Assessment of application quality (Only complete if applicable and application has passed Part 1)

Key Information		Figures Provided	Comments			
Estimated financial savings per year						
Estimated CO2 savings						
	Criteria	Scoring Basis	Assessment Score	Score	Panel Comments	Further information from application
1	Payback period (Total project costs / Annual saving)	· None provided	0			
		· Between 3-10 years	1			
		· Less than 3 years	3			
2	Value for money (CO2kg/£) (based on total cost)	· Very low VFM	0			
		· Low VFM	1			
		· Medium VFM	2			
		· High VFM	3			
3	Value for money (CO2kg/£) (based on grant request)	· Very low VFM	0			
		· Low VFM	1			
		· Medium VFM	2			
		· High VFM	3			
4	Level and type of community use of building/property	· Low level and type of community use	1			
		· Average level and type of community use	2			
		· High level and type of community use	3			
5	Robustness of evidence demonstrating ability to meet future running or maintenance costs and requirements	· No consideration of meeting future costs	0			
		· Minimal consideration for meeting future costs	1			
		· Reasonably sound basis for meeting future costs	2			
		· Good sound basis for meeting future costs	3			

Total **0**
Out of **15**

PART 2c: Project specific criteria: BIODIVERSITY PROJECT Assessment of application quality
(Only complete if applicable and application has passed Part 1)

	Criteria	Scoring Basis	Assessment Score	Score	Panel Comments	Further information from application
1	Does the project support a wider strategic agenda such as part of enhancing a Priority Habitat Network, Living Landscape, River Catchment Restoration Plan, Strategic Green Infrastructure identified within a local plan (Clause 5.6)?	No	0			
		Yes	3			
2	Has the bid submitted evidence of demand for the intervention? Surveys showing that the site is important for wildlife that it manages, improves or expands habitat or supports specific species (Clause 5.3)?	No	0			
		Yes	3			

Total	0
Out of	6

Summary

Members of assessment panel	

		Results	Comments
PART 1: All Projects	Pass / Fail	0	
PART 2a: All Projects	Score /24	0	
Part 2b: Building Energy Projects (Project specific criteria)	Score /15	0	
Part 2c: Biodiversity Projects (Project specific criteria)	Score /6	0	

Recommendation / Conditions	
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Grant Approval (HoS Environment & Waste Commissioning)	
Name:	
Signed:	
Date:	

Grant Approval (Team Manager)	
Name:	
Signed :	
Date:	