APPLICATION ASSESSMENT GUIDE

|  |
| --- |
| Applications will be assessed against the criteria listed below. Weightings show the relative importance of the different assessment criteria.  The comments below show the information being considered in the assessment. |

**What:** 30% - What will the project achieve?

|  |  |
| --- | --- |
| **Objectives** | What are the objectives of your project and how do they align with the program objectives? |
| **Scope** | A well-defined project scope detailing what is being done, how much it will cost, when it will start and how long it will take to complete. |
| **Outputs** | A simple statement of the outputs of the project, the activity the project budget is funding. |
| **Benefits** | What community benefits will flow out of the completed project? |

**Why:** 30% - Why is the project needed?

|  |  |
| --- | --- |
| **Justification** | What problem is the project trying to solve? Ask yourself this question to understand why the project is needed. |
| **Background Planning** | Is this project an identified community priority? Does it align with existing council planning, community plans, masterplans, feasibility studies or heritage plans? |
| **Service Gaps** | Does this project address an existing gap in services, or activities? |
| **Challenges** | Does the project address local challenges or improve connection or participation in some way? |
| **Economic impact** | Does the project increase visitation, lead to local jobs or deliver a local economic benefit? |
| **Support** | How well is this project supported by Council and/or the local community?  What consultation with stakeholders or the community has occurred around this project? |

**How:** 20% - How will the project be delivered?

|  |  |
| --- | --- |
| **Project Planning** | Do you have building, concept plans or basic designs (schematics) for your project?  Do you have a **basic project plan** that includes key dates and key activities?  Are there any supporting studies or masterplans that inform your project?  Will the project promote multi-purpose and shared use by a range of users?  Do other organisations in the area deliver the same service? |
| **Budget** | Do you have the details of all income and expenditure for your project budget?  Does your contribution meet the matching funding requirements?  Are **in-kind contributions** included in your budget?  What is the capacity of your group to finance the project? |
| **Timeline** | Do you have a project timeline showing the start and finish dates against key activities? |
| **Permission** | Are permits or special approvals required?  Who owns the land at the site of the project and do you have their permission?  Do you have the required permits or approvals for your project from Council and other relevant authorities?  What is your tenure at the site? (lease, ownership, authority to use)  Do you have the necessary specialist agency approvals such as vegetation, VicRoads or cultural heritage approvals. |
| **Evaluation** | How will your project objectives be achieved?  How will you measure the success of your project? |
| **Economic Benefit** | Will you be using local contractors and suppliers for project works?  What are the local economic benefits of your project? |
| **Quotes** | Do you have quotes or cost estimates prepared by people qualified to provide this information?  If the project involves construction activity, have you undertaken site tests for your project including soil tests? |
| **Standards** | Does the project design meet Australian Standards, building standards, Disability Discrimination Act requirements?  Have you considered universal design within your project?  Have you considered energy saving design within your project? (LED Lighting, solar panels) |
| **Maintenance costs** | What are the ongoing maintenance or life-cycle costs of the activity after completion (if relevant)? Can you afford these costs? |
| **Governance** | What is your legal status? Do you have an ABN? Are you registered for GST?  Who is managing the project? What skills and experience do the project managers have?  Is there a Memorandum of Understanding (MOU) governing shared use of the facility or project after completion? |
| **Issues** | Is there asbestos at the site?  Are there any other issues that might cause a delay? |
| **Capacity** | What is the capacity of your group to manage the project? Are you experienced at this type of activity? |

**Who:** 20% - Who is involved?

|  |  |
| --- | --- |
| **Consultation** | Who has been consulted about this project?  Is there a masterplan or study that supports this project? |
| **Management** | What is the capacity of your group to manage and finance the project through to completion? |
| **Support** | What level of support exists within the community for your project?  Do you have letters of support for your project? |
| **Partners** | Who are the partners to the project?  What contributions are they making to the project?  Have they provided any financial, volunteer or other support for the project? |

**Note**

Project planning and In-Kind templates are available to be downloaded at lva.vic.gov.au/community-facility-fund