

Community Buildings Assessment Criteria

Criterion one: The proposed project outcomes meet an identified need and help achieve the programme outcomes

Judgement point 1a: There is a need for the project and this has been clearly identified

In assessing whether this has been achieved the following questions are considered:

- there is a defined need or needs that the project will address
- the applicant has carried out and/or referenced open and inclusive research and consultation that is recent and relevant to the project and demonstrates a clear need
- the applicant has clearly identified gaps in existing services and has demonstrated that the project will fill these gaps or add value to the existing provision
- the consultation clearly demonstrates a need for the project

Judgement point 1b: The intended project outcomes will address the need of the target beneficiaries

In assessing whether this has been achieved the following questions are considered.

- the proposed project outcomes SMART (specific, measurable, achievable, realistic and time-based) and are clearly articulated
- the project delivery method realistic and achievable
- the project has clearly identified all of the relevant target beneficiaries
- the intended project outcomes will directly address the needs of the target beneficiaries
- the project will house a range of activities and services and complement other spaces
- the applicant has carried out a full options appraisal for the project, and provided a detailed business plan

Judgement point 1c: The identified need or needs are relevant to the programme aims and the intended project outcomes will help achieve the intended programme outcomes

Outcomes describe the proposed changes that happen as a result of the project. The project outcomes should address the identified needs of the beneficiaries as well as helping to meet the intended programme outcomes. The Community Buildings programme's intended outcomes are:

- Broader access to and greater use of existing services

- Greater number and wider range of new services
- Better educational and training opportunities
- Improved skills, knowledge and capacity to meet community needs
- Increased participation by the community in the decisions that affect their lives
- Improved community relationships and networks
- Community premises that are more financially viable
- Premises that use less energy, cause less pollution, create less waste and contribute less to climate change

In assessing whether this has been achieved the following questions are considered.

- Is it clear how the identified need, which the project seeks to address, fits the programme aims as well as the intended programme outcomes
- the intended project outcomes will clearly and directly address all of the intended programme outcomes
- The project will be economically, socially and environmentally sustainable

Criterion two: The organisation can deliver the project well and achieve the proposed outcomes.

Judgement point 2a: The organisation has the experience and capacity to deliver the project

In assessing whether this has been achieved the following questions are considered:

- the organisation is financially healthy (accounts)
- The organisation has all the necessary skills and expertise to manage the project, this should include both the building construction or refurbishment project and the future management of the premises
- The organisation has experience of delivering similar projects
- The organisation has the capacity to deliver the project within the timescales required by BIG's terms and conditions

Judgement point 2b: The project is likely to achieve the proposed outcomes

In assessing whether this has been achieved the following questions are considered.

- The applicant has clearly demonstrated through an options appraisal that the intended project is the best possible way to meet the need and bring about the intended outcomes
- There are clear milestones and plans to monitor the progress of the project and its outcomes

- There are sufficient resources to deliver the project
- There are effective plans to manage project staff and/or volunteers
- The applicant has secured any additional funding required to deliver the project
- The budget is clear, accurate and includes all relevant costs
- The applicant has contacted either their local VAT office or a VAT expert to find out how much VAT they can recover on the cost of the building and budget costs reflect this or has demonstrated that they have taken action to ensure no extra costs will be incurred as a result of irrecoverable VAT
- The project offers good value for money when compared with similar projects in terms of costs, resources, and intended outcomes
- The level of overheads the organisation is applying for are in line with BIG's full cost recovery policy

Judgement point 2c: The project is likely to be delivered well

- The organisation meets BIG's equalities principles well
- The organisation has used innovative techniques to ensure that all beneficiaries and hard-to-reach groups will be able to access the project
- The organisation has good plans and clear roles and responsibilities for all partners, stakeholders, and users in the planning and delivery of the project

A rating is given against each of the six judgement points within the criteria, and an overall rating is given for each of the two criteria. These ratings are: **excellent; good; satisfactory; weak or unsatisfactory.**

If either criterion is graded unsatisfactory, or both as weak, then the application need not go to the committee, it can be rejected through delegation as a **grading reject**.

All others go to the committee. Following the consideration, the committee decides whether to award, offer or reject each application.