

UKSPF Scoring Process



Mandatory (UKSPF and Brentwood Borough Council (BBC))

The following points must be met for a project to be considered	Response	Action	Notes
Project meets one of the UKSPF Investment Priority Interventions		If no, reject	
Registered Organisation or evidence of governance structure		If no, reject	
Project delivery within the BBC area		If no, reject	
Meets financial criteria set by BBC		If no, reject	
provided at least one numerical value for a correctly linked output		If no, reject	
provided at least one numerical value for a correctly linked outcome		If no, reject	
Meets min/max grant value set out in call		If no, reject	
Result of Mandatory Review (Pass/Fail)			

Score 1-2	Scoring Criteria
	1= single output 2= multiple outputs
	1= single outcome selected 2= multiple outcome selected

Mandatory section must be met to progress to scoring. If this section is not met the project will be marked as reject and inform.

Project Evaluation and Local Insight

Technical	Score 1-2	Weighting multiplier	Notes	Total	Scoring Criteria
Outputs selected (from section above)	0	1		0	see above
Outcomes selected (from section above)	0	1		0	see above
	Score 0-4				
Does the project show an understanding of the UKSPF outcomes, outputs and evidence required to meet delivery and payment?		2			0= no mention within the project outline 1= UKSPF outputs/comes + evidence mentioned but not integrated into project 2= limited integration in project with no path for delivery 3= incorporated in project but not fully aligned to delivery and admin 4= fully integrated and aligned with project delivery and admin capacity
Outputs - Value for Money NOT SCORED - for info only					a simple cost based assessment - Total grant request/total number of outputs per intervention (Note all outputs requiring % contributions counted as 1) <i>To be considered as part of local insight: outputs and outcomes question</i>
Outcomes - Value for Money NOT SCORED - for Info only					A simple cost based assessment - Total grant request/total number of outcomes per intervention (Note all outcomes requiring % contributions counted as 1) <i>To be considered as part of local insight: outputs and outcomes question</i>
Has the project identified key risks and mitigation actions?		1			0= risk and mitigation not identified 1= at least one risk noted but no mitigation offered 2= several risks identified with very minimal mitigation 3= several risks clearly identified with mitigation 4= both delivery and finance risks identified and mitigated
How will the organisation support equality and diversity approaches and principles when delivering the project?		1			0= no evidence provided 1= limited details eg single sentence general statement 2= provides E&D statement relating to own company approach or participants 3= has considered E&D in terms of company and participants, including actively engaging with those representing protected characteristics 4= has a considered E&D in all aspect of the project delivery (own company, participant engagement and participant awareness)
Are sustainability, including reduced environmental and carbon impacts embedded in the project outline?		1			0= no evidence provided 1= generic climate change or carbon emissions statement unrelated to the project 2= have considered carbon emissions reductions in relation to their own organisation 3= have looked at how to reduce carbon emissions in relation to the project eg home working 4= have embedded carbon emissions reduction and communication in the project structure

Does the budget align with delivery aims		1		0= budget does not provide details of spend - not able to assess against delivery 1= budget offers detail of spend but does not fit timing of the programme 2= budget offers detail and spend fits programme timing 3= budget offers details, fits programme timing, and scale needed to deliver 0 4= budget is clearly aligned with project delivery across all aspects
If match funding is being provided as part of project funding				This question is not scored but it is important that if unsecured match is required to deliver the project that it must be referenced in risk mitigation and may require further clarification prior to any award.
Procurement processes are in place				This question is not scored but if not answered correctly it will be a requirement of grant approval to resubmit this information.

Local Insight	Score 0-4	Weighting multiplier		Scoring Criteria
Has the project clearly outlined the nature of the project, identified how it will deliver the project and that it has the capacity to do this?		3		0= project idea is unclear and delivery information does not provide enough detail 1= the project outline offers a reasonable indication of work but poor information on delivery 2= project idea is clear but delivery not fully thought through - some aspects missed 3= the project idea is clear, the delivery approach is reasonable 0 4= the project is well thought out, clearly explained and appears deliverable
Do you feel the organisation has demonstrated it will be able to deliver the project within the timescales and utilise all funding?		3		0= no evidence of this 1= limited information provided - low level of integration between budget, timeline and delivery 2= information provided indicates some integration between different elements of the project but limited planning 3= necessary staff and budget lines and proposed spend timings suggest likely to achieve 4= offers evidence of track record in delivering, has necessary staff and budget lines, timings suggest delivery planned and achievable
Does the project meet the local priorities set out in the funding call?		3		0= no information provided 1= identified priorities but not aligned with project 2= identified at least one relevant priority but not linked to project delivery 3= priority identified, relevant and included in project delivery plan 0 4= meet multiple priorities which are fully integrated into project delivery
Is the understanding of local need and want demonstrated?		3		0= no information on local need or want 1= general information but lacks detail 2= more specific place/community based information but no attribution 3= some evidence of local engagement and specific place based need 0 4= good evidence of local engagement to set out clear needs and wants
Is the project demonstrating longer term sustainability and legacy?		1		0= no information provided 1= limited legacy 2= ongoing legacy and an indication that they will work on a plan 3= ongoing legacy and applying for further grant funding to continue delivery 0 4= project is sustainable with no requirement of additional funding

	Score	% Scored		
Max technical Score	28	0.00%	Total technical score	0
Max insight Score	52	0.00%	Total local insight score	0
Max score	80	0.00%		
Total score				0