

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of Group: Awliscombe Village Hall

Application Eligibility		
Criteria	Yes	No
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
Group Eligibility		
Criteria	Yes	No
Is the group a registered charity and standard Village Hall?	X	
Is there a copy of the group's governing document? E.g. trust deed, mem & arts, constitution.	X	
Is there a long-term lease (i.e., 28 yrs or more from time of application) or is the land free-hold?	X	
Is there a copy of the most recent annual accounts?	X	
Is there less than one year's running costs in reserve?		X
Project Eligibility		
Is it an admissible type of project?	X	
Are there drawings or builders specifications, if applicable?	X	
Is the proposal not solely for land purchase?	X	
Have the works not yet started? NB: earlier phases and professional fees are admissible.	X	
Is it for capital works only?	X	
Will there be likely spend in 12 months from time of approval?	X	
Costs Eligibility		
Are there 3 quotes or a 'bill of quantities'? Q23	X	
Is the grant requested no larger than £5,000?	X	
Is the overall project no larger than £750,000?	X	
a. Is the grant requested no larger than 1/3 of the overall project costs?	X	
b. Is there 1/3 of the funds from the group? NB. This is flexible, as long as the whole 2/3 is not from sole, large source e.g. lottery		
Do funding gained and cost of project match?		

ASSESSOR Comments:

Have a significant amount in reserves, but most of this is going towards this project.

FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0, Maximum score for each = 5

	ITEM	Max. Score	Score Given
1	To what extent is the hall, itself, needed by the local community?	5	5
Comments: The hall is in regular daily use with a wide variety of groups. Also rented by commercial organisations for training etc. No other community buildings in the parish.			
2	To what extent are the works needed?	5	3
Comments: Improved lighting, toilets and a storage cupboard will make it more appealing to hirers and make it more energy / water efficient. Repair is not effective. Could keep going with what they currently have but these are vastly outdated. Will help the hall be more sustainable.			
3	To what extent has the project been developed with community support?	5	4
Comments: Have had comments from regular hirers that toilets are lacking. The proposed improvements have been directly and indirectly influenced through formal and informal comments made by the local community.			
4	How well is the project planned (including works, advice and disability access)?	5	5
Comments: Well planned, with several quotations provided. Know exactly what they want to do.			
5	How realistic is the funding package?	5	4
Comments: Unknown			
Total Score:		25	21

ASSESSOR Comments:

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of Hall: Awliscombe Village Hall

The village hall is very well used by a wide variety of community groups and other organisations. It seems integral to the local community. They want to upgrade the ladies and gents toilets, replace fibre board ceilings with improvements to lighting and create a large storage cupboard. The works are needed to bring the hall into the modern age and help it become even more sustainable. The works are well planned and they have all their other funding in place, most of which is coming from the hall themselves but the Parish Council have also promised a donation.

Total Project Cost:	Award Requested	Recommendation
£20,499.60	£5,000	£

Funding Package:

Unconfirmed Funds:
£0

Shortfall:
£0

<u>Funds Applied For or Raised</u>	<u>Amount</u>	<u>In hand? Yes, No, or Unsuccessful</u>
Parish Council	Promised – amount not known as yet	No
Fundraising		
Hall contribution	£15,499.60	Yes
Grant:		
None		
Total (if we give our grant)	£20,499.60	

Priority Scoring:

ITEM	SCORE (0-5)
1. Need for Hall	5
2. Need for proposed works	3
3. Local support	4
4. Planning of project	5
5. Funding package	4
TOTAL SCORE:	21

Assessment Summary: