

Your Project
Name

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Funding
requested

FY 24/25	FY 25/26	FY 26/27	Total funding requested
£	£	£	£

Stage 1 questionnaire

To be completed by ALL applicants

Section 1: Organisation Details		
Name of lead organisation		
Briefly describe the activities of your organisation		
If a partnership bid, please list all partner organisations and their project contribution		
Contact name		
Contact telephone number		
Contact email address		
Registration number, if application		
Legal status of your organisation (please tick as appropriate)	Voluntary organisation / community group with formal rules	<input type="checkbox"/>
	Faith Group involved in voluntary/social action	<input type="checkbox"/>
	Trust	<input type="checkbox"/>
	Community Interest Company	<input type="checkbox"/>
	Social Enterprise	<input type="checkbox"/>

	Registered Charity	
	Registered Friendly Society	
	Registered Social Landlord	
	Company Limited by Guarantee	
	Other (Please specify)	

Section 2: Scored Questions

Question

1. **Experience**

Please provide an overview of your current experience of ongoing and delivered projects, including details such as:

- Why your project is/was needed
- The outcomes your organisation has achieved or is achieving – e.g. the impact it has had / is having
- Which geographical areas or neighbourhoods you operate in or where most of your service users live
- What skills, knowledge and experience your organisation has in delivering this type of project

Q1 Maximum 1000 words

2. Proposed Project

Please refer to Lichfield District Councils' 4 strategic plan outcomes on pages 4 and 5 in the Prospectus and state which outcome your project will deliver and identify any additional contributions that will be made.

Please provide a detailed overview of your proposed project including details such as:

- What the expected outputs and outcomes for the project are
- How your organisation is structured for this type of delivery, key staff in post (or to be recruited) and project management experience and any performance measuring systems or tools that are in place
- Identify any partners that may be involved and describe each organisation's responsibilities
- Detail how outcomes and the success of your project will be monitored

Q2 Maximum 1000 words

3. Funding

Please provide the level of funding required and how the funding will be allocated to this project. Please include details such as:

- a) Any other funding already in place or applied for and specify what this will fund
- b) Give details of how the funding will be spent - e.g. room hire, staffing costs, specialist equipment and say how any costs have been calculated and apportioned

Q3 Maximum 1000 words

Section 3: Additional information

Is there anything else you would like to tell us about your organisation or your project?

Maximum 500 words (unscored)

Section 4: Declaration

**Person submitting
the form**

Name

Position

Date

Name

**Chair or Senior
Representative**

Position

Date

Section 5: Checklist

Please check you have attached the following documents or your application cannot be assessed:

You should also make sure:

Constitution

All questions have been fully answered

Annual accounts or, in the case of new organisations, statements from 6 previous months operation

You have kept a copy for your records

Health & Safety Policy

Equalities and Diversity Policy

Public Liability Insurance

*Children's Safeguarding Children Policy**

**If your activity involves these groups*

*Adults at Risk Safeguarding Policy**

Annexe 1

Scoring criteria

Stage 1 will involve an assessment of the scored question criteria against the Stage 1 questionnaire as follows:

Stage 1 – Scored Questions 100%	
1. Experience	35%
2. Proposed Project	35%
3. Funding	30%

Applicants must achieve a minimum total score of 70% to be shortlisted to the second stage.

Scoring Methodology

Only applications that meet the listed requirements and have attached the required documents will be scored.

The Funding Panel will allocate a maximum score out of 5 as outlined in the table below, against each related response. This score will be converted to a percentage (to 2 decimal places) relative to the weighting allocated to that evaluation criterion.

For example, if the Funding panel allocates a score of 3 to a response to a criterion which is weighted 10%, then the weighted score allocated is calculated as follows: $(3/5) \times 10 = 6\%$.

Scoring Methodology	
Score	Definition of Score
0	No evidence that the project meets any requirements
1	Meets few requirements; serious concerns
2	Meets some requirements but with some concerns
3	Generally, meets mandatory requirements with minor issues
4	Meets all mandatory requirements
5	The Tenderer meets all requirements in this area and offers some additional benefit

Stage 1 Questionnaire

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	Social Enterprise	
	Registered Charity	
	Registered Friendly Society	
	Registered Social Landlord	
	Company Limited by Guarantee	
Other (Please specify)		

Section 2: Scored Questions

Question	Weighting
<p>1. <u>Experience</u> Please provide an overview of your current experience of ongoing and delivered projects, including details such as:</p> <ul style="list-style-type: none"> • Why your project is/was needed • The outcomes your organisation is or has currently achieved – e.g. the impact it has had / is having • Which geographical areas or neighbourhoods you operate in or where most of your service users live • What skills, knowledge and experience your organisation has in delivering this type of project <p><i>Maximum 1000 words</i></p>	<p>35%</p>
<p>2. <u>Proposed Project</u> Please refer to Lichfield District Councils 4 strategic plan outcomes as set out in the prospectus and state which outcome your project will deliver and identify any additional contribution that will be made to any of the other strategic plan outcomes.</p> <p>Please provide a detailed overview of your proposed project including details such as:</p> <ul style="list-style-type: none"> • What are the expected outputs and outcomes for the project • How your organisation is structured for this type of delivery, key staff in post (or to be recruited) and project management experience and any performance measuring systems or tools that are in place • Identify any partners that may be involved and describe each organisation’s responsibilities • Detail how outcomes and the success of your project will be monitored <p><i>Maximum 1000 words</i></p>	<p>35%</p>
<p>3. <u>Funding</u> Please provide the level of funding required and how the funding will be allocated to this project. Please include details such as:</p> <p>a) Any other funding already in place or applied for and specify what this will fund b) Give details of how the funding will be spent - e.g. room hire, staffing costs, specialist equipment and say how any costs have been calculated and apportioned</p> <p><i>Maximum 1000 Words</i></p>	<p>30%</p>