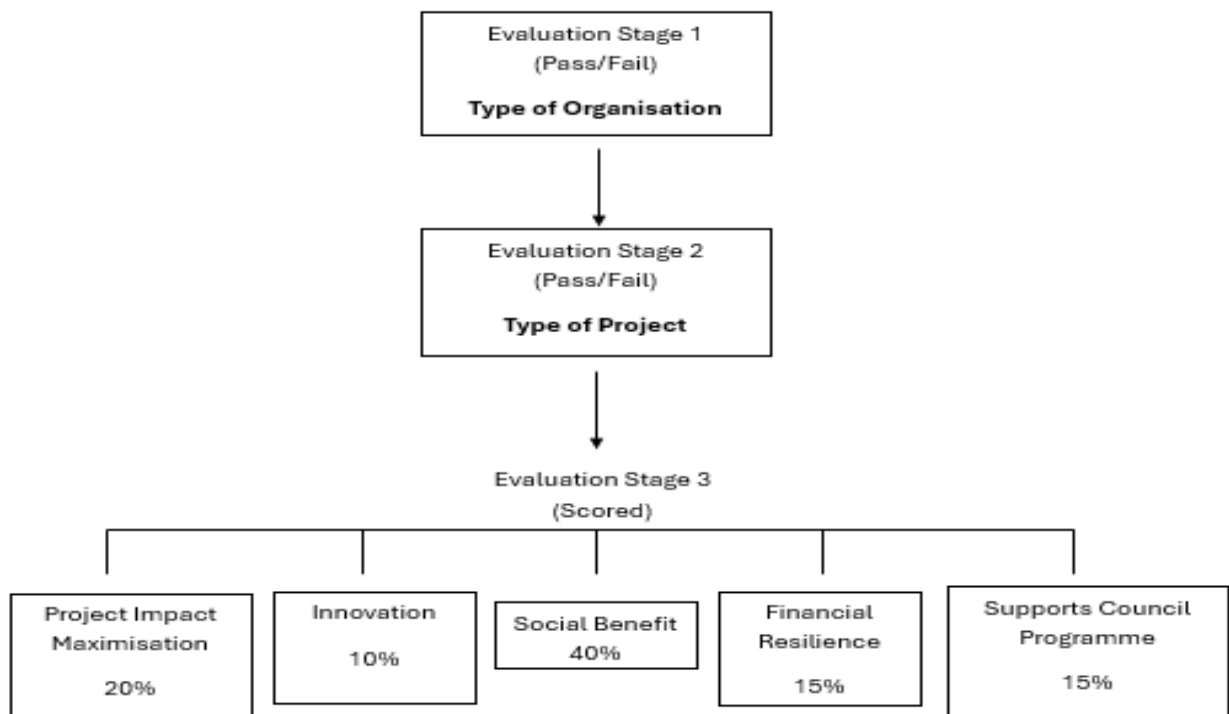


## Evaluation of Applications



### Evaluation Stage 1

#### Evaluation Criteria

Type of Organisation:

- Scottish Charitable Incorporated Organisation
- Company Limited by Guarantee
- Organisation in the process of securing either of the above

At this stage, any application from a group or organisation which has a legal status which includes making a profit or fails to fall into one of the three categories listed above will be excluded.

Applications which satisfy the requirements at this stage will move on to Stages 2 and 3.

### Evaluation Stage 2

#### Evaluation Criteria

Type of Project

At this stage, evaluators will note the nature of the group or organisation's project(s). No score will be assigned at this evaluation stage, but it will be recorded for reference and potentially refinement of Evaluation Stage 3.

Any project which falls within a broad definition of Community Transport and has transport provision as its main focus will move on for further consideration at Stage 3.

### **Evaluation Stage 3**

#### Evaluation Criteria

The principal and associated criteria which will be applied in evaluating applications will be:

#### **Social Benefit: Benefit to the community or specific group within the community**

- a. Demonstrate no or very limited appropriate public transport in proposed project operating area, and/or that any existing transport does not meet the needs being targeted by the project.
- b. Type of support being introduced to the community against proof of need – range of people who will benefit and what community requirements will be served.
- c. Flexibility of operating periods.
- d. Use of accessible vehicles (describing extent of accommodating features).

#### **Project impact maximisation: clarity of plans and goals, effective engagement with stakeholders**

- a. A clear plan for how the applicant/project will engage with the target client groups and the broader community.
- b. A clear plan for how the applicant/project will engage with other bodies, agencies and groups to boost impact.
- c. Clear identification of activity, milestone (that is, key progress indicators) and target factors.

#### **Alignment with and support of The Council Programme and Corporate Plan**

[Our Future Highland 2022-2027 - Our Programme - Highland Council](#)

- a. Demonstrating how the project proposal will progress The Highland Council equality aims of promoting a fairer, inclusive Highland.
- b. Demonstrating how the project proposal will attract more people to make the Highlands their home and younger residents to stay here.
- c. Demonstrating how the project proposal will help older citizens to live longer independent lives in their communities.

#### **Financial resilience**

- a. Other sources of funding being available to create and sustain the project and activity during the funding period.
- b. The ability to continue financially beyond 31<sup>st</sup> March 2030 should the project not secure future funding from The Highland Council after this date.
- c. Financial details – both expenditure and income – which demonstrate an understanding of realistic costings and variables.

## **Innovation**

We are seeking applications for projects that demonstrate an innovative spirit: this could fall into one of the defined categories below, or it may be something completely new and unanticipated. No group/organisation or project will be excluded for failing to demonstrate innovation, but points will be awarded for applications that effectively and convincingly demonstrate innovation and the ability of the organisation to carry this out.

In particular, we will be looking at the following criteria:

- a. Environmentally beneficial features; 'green' initiatives and long-term sustainability
- b. Outreach to disadvantaged groups within the community whose transport needs have not previously been addressed
- c. Creative partnership working arrangements with the Council and/or other organisations

## Criteria Weighting

Each application will be assessed by using the following weighting:

| <b>Award Evaluation Criteria</b>                                                | <b>Weighting</b> |
|---------------------------------------------------------------------------------|------------------|
| Social Benefit: benefit to the community or specific group within the community | 40%              |
| Project Impact Maximisation: Clarity of plans and goals                         | 20%              |
| Promoting a fairer, more inclusive Highland                                     | 15%              |
| Financial Resilience                                                            | 15%              |
| Innovation                                                                      | 10%              |

## Application scoring

Each application will be scored using the following marking approach:

| <b>Classification</b>                                                     | <b>Score</b> |
|---------------------------------------------------------------------------|--------------|
| Exceptional – meets the criterion exactly as specified                    | 5            |
| Excellent – very strongly meets the criterion, with only minor weaknesses | 4            |
| Good – meets the criterion with some weaknesses                           | 3            |
| Fair – meets the criterion in part but with significant weaknesses        | 2            |
| Poor – mostly fails to meet the criterion                                 | 1            |
| Fail – fails to meet the criterion                                        | 0            |

