

Preston City Council UKSPF Skills Commissioning Round – Score sheet

Skills or Support Project:

Applicant Organisation:

Panel Date and Time:

Panel Members:

	Question
1	Is the applicant eligible to receive UKSPF?
2	Does the applicant's response describe an appropriate project for delivery against the programme specification in which they are applying for funding?
3	Will all outputs and outcomes be delivered within the time-scale of the UKSPF?
4	Does the applicant's response provide relevant outputs and outcomes as set out in the programme specification?
5	Has the applicant considered the funding available for their project is adequate for achieving the outputs and outcomes?
6	Has the applicant responded to all questions in the application?

Does the application meet the gateway criteria? YES/NO

Scoring Matrix

The following matrix will be used to score the application forms that Preston City Council receives.

Score	Descriptor
0 – No response provided	No response provided by the applicant.
1 – Unsatisfactory	The response provided does not meet or comply with the requirements. Insufficient information provided to demonstrate that the applicant has one or more the following: relevant ability, understanding, experience, skills, resource required to effectively deliver the programme.
2 – Poor	Some description given, which may be unclear or inappropriate in parts, and/or information is inconsistent with the requirements of the programme specification. The response provided leads to reservations about one or more of the following criteria: the applicant's relevant ability, understanding, experience, skills, resource required to effectively deliver the programme.
3 – Satisfactory	Satisfactory and mainly appropriate description provided and/or information is mainly consistent with the requirements of the prospectus. The response satisfactorily demonstrates some of the following criteria: relevant ability, understanding, experience, skills, and resources required to effectively deliver the programme.
4 – Good	Full description and appropriate response, which is fully relevant to, and meets the requirements of the programme specification. The applicant provides evidence of relevant ability, understanding, experience, skills, resources to deliver the programme. The applicant identifies factors that will offer potential added value.
5 - Excellent	The response provided is fully relevant to and meets the requirements of the programme specification. Exceptional evidence from the applicant of relevant ability, understanding, experience, skills, resources required to deliver the programme. Response identifies factors that will offer potential added value and continuous improvement.

Application Form Question	Maximum Score	Weighting	Score agreed by panel	Weighted Score	Comments
Section 2 – Summary of the Skills or Support Project					
2.1 – Project Description <i>(Character limit – 1800)</i>	5	10% (X2)			
Section 3 – Skills or Support Project Delivery					
3.1 – Delivery of Outputs and Outcomes <i>(Character limit – 1800)</i>	5	10% (X2)			
3.2 – Risk <i>(Character limit – 1800)</i>	5	10% (X2)			
3.3 – Milestones and Project Plan <i>(Character limit – 1200)</i>	5	5% (X1)			
Section 4 - Strategic Case					
4.1 - Project Aims and Objectives	5	10% (X2)			

<i>(Character limit – 1800)</i>					
Section 5 - Economic Case					
5.1 – Requirement for Grant <i>(Character limit – 1200)</i>	5	5%			
Section 7 - Management Case					
7.1 – Project Management <i>(Character limit – 1800)</i>	5	10% (X2)			
7.2 – Previous Experience and organisational capacity <i>(Character limit – 4200)</i>	5	15% (X3)			
7.3 – Engagement with partner organisations <i>(Character limit – 1800)</i>	5	10% (X2)			
7.4 – Quality of project delivery <i>(Character limit – 4200)</i>	5	15% (X3)			
TOTAL		100%			