

**Evaluation Checklist for Organisations applying for LDDF funding  
2010/2011**

<b>Name of organisation</b>	
<b>Title of project</b>	
<b>Amount of funding requested</b>	
<b>Priority Area</b>	

**Screening Checklist**

<b>Checklist</b>	<b>Pass/fail</b>	<b>Comments</b>
Any problems with status of organization?		
All policies in place?		
-CRB?		
-ISA compliant?		
- Vulnerable adults policy?		
Health and safety policies?		
Complaints policy?		
QA system?		
Financially stable?		
At least 2 people sign cheques?		
Equal opp's response?		

## Submission

To be evaluated in 2 sections – first 5 criteria scored out of 10

10 = more than meets criteria

6 = meets criteria

2 = partially meets criteria

1 = only just meeting criteria

0 = does not meet criteria

Criteria	score	Comment
Does the project meet one of the priority areas?		
Has a need for the project been shown?		
Do the outcomes of the project mean people will lead better lives?		
Is it value for money?		
Will it be properly managed?		
Total (out of 50)		

Second set of criteria scored out of 5

5 = meets criteria and more

3 = meets criteria

1 = meets criteria in part

0.5 = very weak at meeting criteria

0 = does not meet criteria

Criteria	Score	Comment
Involvement in community?		
People with learning disabilities involved in project?		
In area of Worcs that needs it?		
Could it be paid for using other money?		
Can it continue after money ends?		
Are volunteers used?		
Total (out of 30)		
Last years money well spent?	Pass/Fail	

<b>Criteria</b>	<b>Score</b>	
<b>Primary criteria</b>		
<b>Secondary criteria</b>		
<b>Total</b>		

<b>Considerations</b>	
<b>Which priority is met?</b>	
<b>Amount of reserves?</b>	
<b>Number of people supported?</b>	
<b>Amount requested?</b>	
<b>Success of last year's LDDF project (if applicable)</b>	

<b>Recommendations</b>