

CAG Assessor Scoring Form

Form Preview

Assessor Declaration

* indicates a required field

Conflict of Interest

All Assessors must declare if they have, or could be perceived to have, a conflict of interest.

Direct Conflict of Interest

If an Assessor has something to personally gain from an application being either successful or unsuccessful, or stands to benefit financially, or if a member of the public could have grounds to perceive that the assessor could personally gain from a decision, do not proceed to assess this assessment.

Conflict of Interest *

- I DO NOT have a conflict of interest
- I DO have a conflict of interest

Perceived Conflict of Interest

There is potential for a perceived conflict of interest when a Climate Action Grant application is made by a family member, friend or associate of a committee member, or by an organisation associated with the committee member. In these cases the committee member should declare the conflict at the panel meeting. Select "I Do not have a conflict of interest", and continue with the on line assessment on the next page.

Confidentiality

As an Assessor for Climate Action Grants, you are being given access to confidential and, in some cases, private and sensitive information. You must agree to the statement below in order to proceed with this assessment.

I pledge to preserve the confidentiality of any information supplied to me in my role as an Assessor for the Climate Action Grants funding programme. I will not make copies of or disclose this information unless explicitly authorised by Kāpiti Coast District Council Climate Action Grants Scheme Administrator or required to do so by law. I will not use any information supplied to me in my role as an assessor for any personal gain.

Confidentiality *

- I agree
- I do not agree

Application Assessment - Scoring form

Instructions for Assessors

Scores:

4 = application meets criterion at a high level

CAG Assessor Scoring Form

Form Preview

3 = application meets criterion well

2 = application meets criterion

1 = application fails to meet the criterion

Guidance

The guidance sections offer relevant information to help inform your assessment.

Judgement

The judgement statements provide further guidance for benchmarking of assessment decisions.

Application Number

This field is read only.

The identification number or code for this submission.

Grant Program Name

This field is read only.

The program this submission is in.

Project Title

This question is read only.

Total Amount Requested

\$

This question is read only.

What is the total financial support you are requesting in this application?

Total Project Cost

\$

This question is read only.

What is the total budgeted cost (dollars) of your project?

Short project description

This question is read only.

Provide a short description (100 words recommended) of your project - what are you out to do?

Criterion 1: Alignment with Grant Objectives

Give a mark based on your assessment of how well the project aims align with one or more of the Grant objectives

CAG Assessor Scoring Form

Form Preview

4

3

2

1

Guidance: Grant application criteria 1: The project must benefit the Kāpiti Coast District in one or more of the following objectives: - enabling GHG emissions reduction - helping create a culture of climate change action - improving resilience in local communities - supporting an equitable transition to low-carbon living - supporting mana whenua vision and priorities in relation to these objectives (mana whenua vision and priorities: kaitiakitanga - sustaining the environment and people; ūkaipōtānga - identity; whanaungatanga - connectedness; pūkengatanga - preserving, creating, teaching and knowledge; manaakitanga - supporting each other)

Judgement: 4 - Excellent alignment of project aims/ goals with one or more grant objectives 3 - Very good alignment of project aims/ goals with one or more grant objectives 2 - Reasonable alignment of project aims/ goals with one or more grant objectives 1 - Little/ poor alignment of project aims/ goals with one or more grant objectives

Criterion 2: Project benefits post-funding

Give a mark based on your assessment of how well the project will continue to offer benefits to the Kāpiti Coast District once grant funding has ended

4

3

2

1

Guidance: Grant application criteria 2: Projects must continue to offer benefits to the Kāpiti Coast District once grant funding has ended

Judgement: 4 - Excellent - the project will clearly continue to offer multiple benefits to Kāpiti once grant funding has ended 3 - Very good - the project will clearly continue to offer one or more benefits to Kāpiti once grant funding has ended 2 - Reasonable - the project may offer some benefits to Kāpiti once grant funding has ended 1 - Little/ poor - the project is unlikely to offer benefits to Kāpiti once grant funding has ended

Criterion 3: Equity of project benefits

Give a mark based on your assessment of how well the project demonstrates equity, with project benefits being accessible and relevant across multiple community demographics

4

3

2

1

Guidance: Grant application criteria 3: The project must demonstrate equity, with project benefits being accessible and relevant across multiple community demographics. Note: relevant community demographics include: ages, genders, race and ethnicity, income levels, education levels, employment status, marital status, home-ownership, and geographical distribution.

Judgement: 4 - Excellent - the project clearly offers significant benefits to multiple demographics within our communities 3 - Very good - the project clearly offers some benefits to multiple demographics within our communities 2 - Reasonable - the project offers some benefits to more than 1 demographic within our communities 1 - Little/ poor - the project does not offer benefits to more than 1 demographic within our communities

Criterion 4: Measuring success

CAG Assessor Scoring Form

Form Preview

Give a mark based on your assessment of how effectively the project proposal describes how it will measure success in relation to project aims and goals

- 4 3 2 1

Guidance: Grant application criteria 4: projects must show how success will be measured in relation to project aims and goals; success must be quantifiable and able to be reported back to Council.

Application question 6: provide an outline of how success will be measured in relation to project aims and goals (include a timeline for project review)

Note: measuring some outcomes, for example behavioural change and social impact, can be difficult, and may be beyond the scope of the project funding.

Judgement:

4 - Project proposal provides a clear description of how success will be measured in relation to project aims and goals; these measures of success are highly appropriate, quantifiable, and easy to report on; a realistic timeline for project review is included

3 - Project proposal provides a description of how success will be measured in relation to project aims and goals; these measures of success are appropriate, quantifiable, and easy to report on; a realistic timeline for project review is included

2 - Project proposal provides some description of how success will be measured in relation to project aims and goals; these measures of success are somewhat appropriate, quantifiable, and easy to report on; a timeline for project review is included

1 - Project proposal provides little description of how success will be measured in relation to project aims and goals; these measures of success are not appropriate, quantifiable, nor easy to report on; a timeline for project review is not included

Criterion 5: Project plan and timeline

Give a mark based on your assessment of how well planned, realistic and deliverable the project proposal is within the project timeline

- 4 3 2 1

Guidance:

Application question 3: provide an outline of how the project will be developed, delivered, managed and promoted (if applicable)

Application question 4: Provide a project timeline

Judgement:

4 - The project plan and timeline is very well thought out, realistic and deliverable

3 - The project plan and timeline is well thought out, realistic and deliverable

2 - The project plan and timeline could be improved on in places; it is reasonably realistic and deliverable

1 - The project plan and timeline needs significant work, and is not realistic or deliverable

Criterion 6: Estimated Project Costs

CAG Assessor Scoring Form

Form Preview

Give a mark based on your assessment of how realistic the estimated costs are for this project

- 4 3 2 1

Guidance:

Application question 5: provide estimated costs of the project, any quotes (where relevant); the proportion of project funding you're seeking from this fund; if you're not applying for the full project cost, how you'll fund remaining project costs

Judgement

4 - Estimation of project costs and associated budget is very thorough, realistic, and accurate.

3 - Estimation of project costs and associated budget is generally well thought through, realistic and accurate

2 - Estimation of project costs and associated budget is adequate, and mostly realistic and accurate.

1 - Estimation of project costs and associated budget is incomplete, and may be unrealistic and/or inaccurate.

Criterion 7: Project team and ability to deliver

Give a mark based on your assessment of the relevant experience of the individual or group and their ability to deliver the project.

- 4 3 2 1

Guidance

Application question 7: what is your capability to deliver on the project proposal? Eg relevant skills, experience, time availability and motivation of the project team.

Judgement

4 - The ability, experience and motivation of the individual or group involved in the delivery of the project is exceptional

3 - The ability, experience and motivation of the individual or group involved in the delivery of the project is strong

2 - The ability, experience and motivation of the individual or group involved in the delivery of the project seems sufficient.

1- The ability, experience and motivation of the individual or group involved in the delivery of the project is not sufficient

Criterion 8: Value for Money

Give a mark based on your assessment of the potential project benefits vs funds requested

- 4 3 2 1

CAG Assessor Scoring Form

Form Preview

Judgement:

4 - Excellent ratio of potential benefits to the Kapiti District vs the amount of funding requested

3 - Good ratio of potential benefits to the Kapiti District vs the amount of funding requested

2 - Reasonable ratio of potential benefits to the Kapiti District vs the amount of funding requested

1 - Poor ratio of potential benefits to the Kapiti District vs the amount of funding requested

TOTAL SCORE

This number/amount is calculated.

Is this application recommended for funding?

Yes

No

Please provide explanation if 'Other' is chosen.

Comments:

Please note here any positive or negative aspects of this application that you would like to highlight.