

West Lindsey   
Community & Voluntary Sector



Funding Review 2018 Assessment Form

Organisation Name:

Introduction

This assessment form should be completed to provide important information about your organisation and the services you provide. Information in this form will be used as part of our Community and Voluntary Sector Funding Review. Further information about the review and the process being used is available in the guidance sent separately to you.

Please answer all questions and provide clear explanations. You can submit supporting information with this form including reports, photographs and video.

Closing Date for Assessment Forms

Completed assessment forms should be returned by e-mail or post not later than:

Friday 21st September 2018

E-mail: funding@west-lindsey.gov.uk

Post: West Lindsey District Council
Enterprising Communities
The Guildhall
Marshall's Yard
Gainsborough
DN21 2NA

Supporting Information Required

The following documents should be submitted with your completed assessment form. Please tick below to confirm you have included them.

Tick ✓	Supporting documents you MUST send with this form:
	Copies of your accounts for the last 3 years
	Copies of monitoring reports you have completed over the last 3 years
	Copy of your constitution or similar governing document

Contact Details

E-mail: funding@west-lindsey.gov.uk

Telephone: 01427 675145

1. Your Organisation

You will find useful guidance in this side bar throughout this form.

The name of your organisation should be the full name as stated on your constitution or similar governing document.

Include a registration or VAT number if you have one.

Name of Organisation:

Registration Number:

VAT Number:

Type of organisation: (e.g. registered charity, CIC, CIO etc...)

Postal Address including postcode:

Website address:

Social media page(s):

Primary Contact Person

Your full name:

Position in organisation:

Daytime telephone number:

Mobile telephone number:

E-mail address:

Financial Contact Person (your finance officer/treasurer)

Your full name:

Position in organisation:

Daytime telephone number:

Mobile telephone number:

E-mail address:

Please provide details for your main contact person and finance contact.

The financial contact person should be someone we can contact with financial queries about costs or payments.

Please describe the overall purpose of your organisation:

Describe what your organisation is all about and what you do.

Tell us about things such as:

- *Why it exists?*
- *Its aims*
- *Number of members*
- *Key members of management committee*
- *The background including achievements and successes*

2. Your Services and Activities

Please describe the services and activities you currently provide as part of our existing funding agreement with your organisation:

Describe the services and activities you provide as a result of the funding we provide.

Provide simple and clear explanations.

Remember that some of our review panel may have limited knowledge about your services.

If you have lots of additional figures and information you can submit supporting documents with this assessment form.

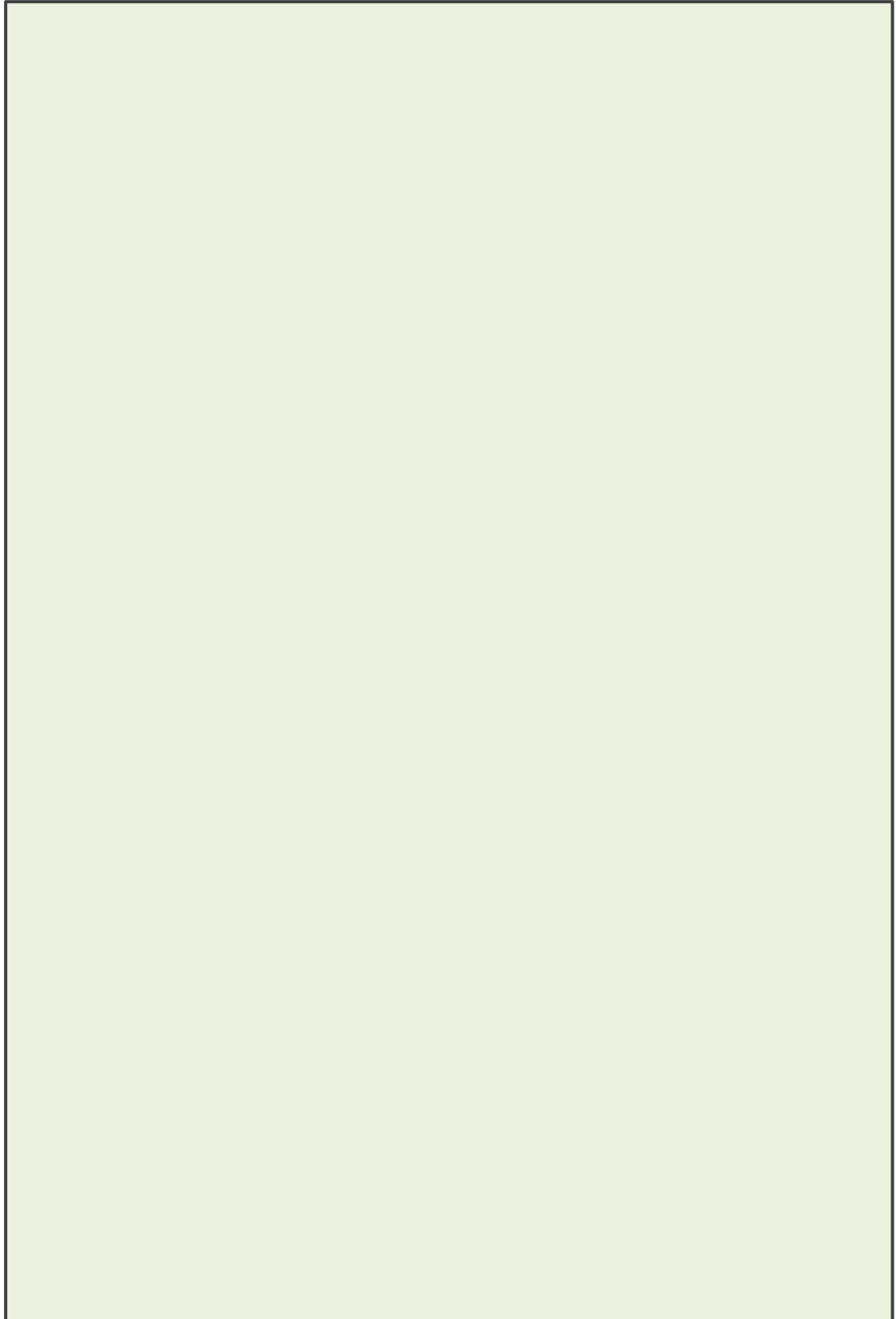
Specific details about number of events, activities, customers etc. should be provided in the Performance Measures section.

3. Performance Measures

The current performance measures in our funding agreement with your organisation are: **(YOU DO NOT NEED TO COMPLETE)**

Details taken from the grant funding agreement or contract with your organisation.

If any of these measures appear in-correct please contact us before completing this assessment form.



How have you delivered against the agreed performance measures as detailed on the previous page?

Provide specific details on outcomes achieved that demonstrate you have delivered the agreed measures.

If you have a measure to achieve a certain value/number please tell us if you have achieved this.

Describe areas where you have over performed and achieve better outcomes than expected.

If you have underperformed on some measures please give details why.

Please use the Additional Information section at the end of this form if you need more space to answer this section.

You can also submit supporting information such as reports to show outcomes and performance achieved.

4. Fit with Corporate Plan

Which Priority Themes do your services and activities support?

The services and activities MUST help contribute to at least one of our Corporate Plan Priority Themes.

You can find out more about our Corporate Plan on our website: www.west-lindsey.gov.uk

A full copy of our Corporate Plan will be sent to you along with this assessment form.

Theme 1

A prosperous and enterprising district

Theme 2

An accessible and connected district

Theme 3

A green district where people want to work, live and visit

Theme 4

Active, healthy and safe citizens and communities

Please explain how your services and activities will help contribute to the theme(s) you have selected above?

5. Additional Information

Please use this space below to provide any additional information in support of your organisation.

Use this space to provide additional information either in general or to support an earlier question.

This additional information section is not mandatory and doesn't need to be completed if you have fully answered the previous questions.

6. Declaration for Organisation

Please sign to confirm you understand and agree to the declarations:

“I confirm that the details I have entered on this assessment form are true and correct to the best of my knowledge and that providing false or in-correct information may impact on the decision to offer funding”

Please sign and date this application to confirm you have read and agree to the declaration.

Signature:

Date:

Full Name:

Position within organisation:

If you are completing this form electronically you DO NOT have to sign this form, just ensure you have entered your e-mail address on the contact details page.

END OF ASSESSMENT FORM

Supporting documents you can send

In addition to this assessment form you can submit other supporting documents. Examples include:

- ✓ Photographs and video
- ✓ Feasibility reports
- ✓ Statistical information/reports
- ✓ Designs and plans
- ✓ Letters of support
- ✓ Copies of questionnaires/surveys

You can submit supporting evidence via e-mail or post with your assessment form. If it is available to view online include a web address within your assessment and we will access it directly to pass on to our review panel.