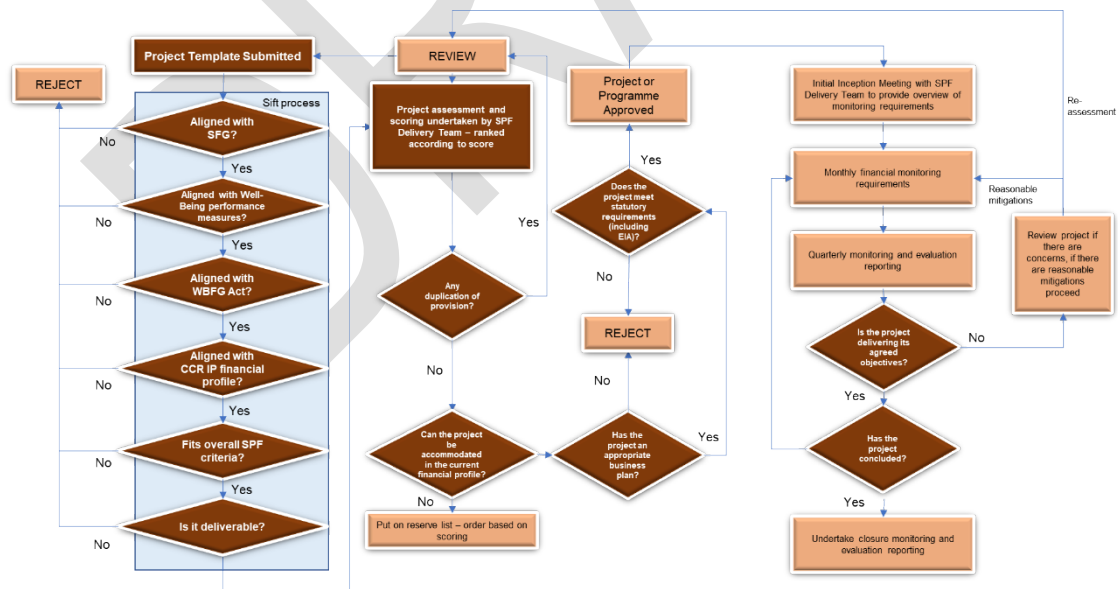**Appendix 2: Project Approval Process**

1. Projects are proposed by service areas based on criteria and bound by the SPF Programme.

2. Service areas can choose to deliver projects by:

   - Undertaking a commissioning process (including open calls)
   - Establishing a grant scheme or mechanism (applicable to all sectors)
   - Providing a grant to a not-for-profit or public sector partner
   - Undertaking a procurement process
   - Delivering projects internally through staff and/or procurement
   - Sponsoring a submission from a partner not for profit organisation

3. Projects are subject to initial eligibility and questions relating to:

   - Organisational competence
   - Engagement with key stakeholders
   - Projects scored against fit with:
     - Stronger, Fairer, Greener Strategy
     - Well-being strategy performance measures
     - Wellbeing of Future Generations Act
     - Regional Financial Strategy
     - UKSPF Criteria
     - Deliverability (including ability to deliver monitoring requirements)

Summary of Process Post-Submission

4. Once projects are scored, they will be ranked according to score and projects will require a minimum score to progress. Projects will then be aligned with the Shared Prosperity Fund programme spend profile and approved on the basis that:

    - Spend should fit within the profile
    - The project is endorsed by appropriate Cabinet Member and Director
    - The project has the support of relevant key stakeholders / partners

Assessment & Evaluation Scoring of SPF Bids

Applicant Information

Criteria	Assessment Y / N /NA	If Y or N/A – Pass; If N – Fail
Project proposal will be delivered by a legally constituted organisation that can receive public funds.		
Organisation has previously received funding from the Council and there are no issues with their management of funding or engagement		
Involvement of Councillors/officers has been identified		
Application received on time and signed/approved by Committee/Board Member or Service Director		
All required supporting documents received and approved		
Is an Equality Impact Assessment undertaken?		
If a Business Support bid, does it align with Recovery Strategy? If a People and Skills bid, does it align with Regional Skills Partnership Plan?		

1. Aligned with Cardiff Council's Stronger, Fairer, Greener Strategy

Score	Classification	Supporting Definition
10	Excellent response	• Full and clear alignment to the themes of Stronger, Fairer, Greener • Project delivers an identified commitment
7	Good response	• Some alignment to the themes of Stronger, Fairer, Greener • Project aligned with an identified commitment
5	Average response	• Reference is made to the Strategy without further detail. • Alignment to and priority actions not clearly identified. • Project however does generally meet the objectives of the Strategy.
2	Poor response	• No real identification of alignment to the strategy. • Project does not meet the objectives of Stronger, Fairer, Greener Strategy
0	Unacceptable response	• No link to Stronger, Fairer, Greener Strategy

2. Aligned with PSB Wellbeing Strategy Outcomes

Score	Classification	Supporting Definition
10	Excellent response	Contributes to four or more of the progress measures
7	Good response	Contributes to three of the progress measures
5	Average response	Contributes to two of the progress measures
2	Poor response	Contributes to one of the progress measures
0	Unacceptable response	Contributes to none of the progress measures

3. Aligned with WG Wellbeing of Future Generations Act

Score	Classification	Supporting Definition
10	Excellent response	• Full and clear alignment to 2 or goals of the Act. • Project substantially meets the sustainable development principles.
7	Good response	• Meets one of the identified goals of the Act. • Project generally meets the sustainable development principles.
5	Average response	• Reference is made to the Act without further detail. • Alignment to the goals not clearly identified. • Project generally meets the sustainable development principles.
2	Poor response	• No real identification of alignment to the Act. • Project does not meet the sustainable development principles.
0	Unacceptable response	• An unanswered response, or a response that is totally unacceptable and does not fulfil the requirement in any way.

4. Aligned with Capital City Region IP Financial Strategy

Score	Classification	Supporting Definition
10	Excellent response	Capital and revenue spend profile is consistent with RIP.
7	Good response	Capital and revenue spend identified aligns with RIP overall but there are differences within each year.
5	Average response	Capital and revenue spend identified is vastly different from RIP.
2	Poor response	Split between capital and revenue spend is inconsistent or not clearly identified in RIP.
0	Unacceptable response	An unanswered response, or a response that is totally unacceptable and does not fulfil the requirement in any way.

5. Aligned with UK Government SPF Criteria

Score	Classification	Supporting Definition
10	Excellent response	• Clearly meets requirements of the SPF. • A number of relevant outputs and outcomes clearly identified. • A baseline would be easily evidenced.
7	Good response	• Substantially meets the requirements of the SPF. • A few relevant outputs and outcomes identified. • A baseline would be easily evidenced.
5	Average response	• Generally meets the requirements of the SPF. • Some outputs and outcomes identified. • Not clear if a baseline can be evidenced.
2	Poor response	• Does not meet the requirements of the SPF. • No outputs and outcomes identified. • No clear evidence that a baseline can be produced.
0	Unacceptable response	• An unanswered response, or a response that is totally unacceptable and does not fulfil the requirement in any way.

6. Funding Detail

Score	Classification	Supporting Definition
10	Excellent response	• Clear and detailed identification of funding requirements including split of capital and revenue. • Continuing a successful project that has received previous funding where no other alternative route can be identified, and project would otherwise cease.
7	Good response	• Broad funding requirements identified including split of capital and revenue. • Continuing a project that has received previous funding where no other alternative route can be identified, and project would otherwise cease.
5	Average response	• Some identification of funding requirements including split of capital and revenue.
2	Poor response	• No clarity of funding requirements; no split of capital and revenue. • Calculations are not correct.
0	Unacceptable response	• An unanswered response, or a response that is totally unacceptable and does not fulfil the requirement in any way.

7. Deliverability

Score	Classification	Supporting Definition
10	Excellent response	• Existing service/project with staff in post. • Lead-in time and timetable proposed is realistic for project set-up and ongoing delivery. • Identification of feasibility studies or ongoing review of delivery.
7	Good response	• Existing service/project but with some recruitment needs. Timetable proposed is realistic for project set-up and ongoing delivery. • Identification of feasibility studies or ongoing review of delivery.
5	Average response	• Staff need to be recruited. • Lead-in time and timetable proposed is realistic for project set-up and ongoing delivery. • No identification of feasibility studies or ongoing review of delivery
2	Poor response	• Staff need to be recruited. • Lead-in time and timetable proposed is not realistic for project set-up and ongoing delivery. • No identification of feasibility studies or ongoing review of delivery
0	Unacceptable response	An unanswered response, or a response that is totally unacceptable and does not fulfil the requirement in any way.

Maximum Score	Outcome
49 - 70	Approve bid
35 - 48	Approve bid but with conditions
21 – 34	Reject bid but consider if it could be held on shortlist if improvements identified
0 – 20	Reject Bid