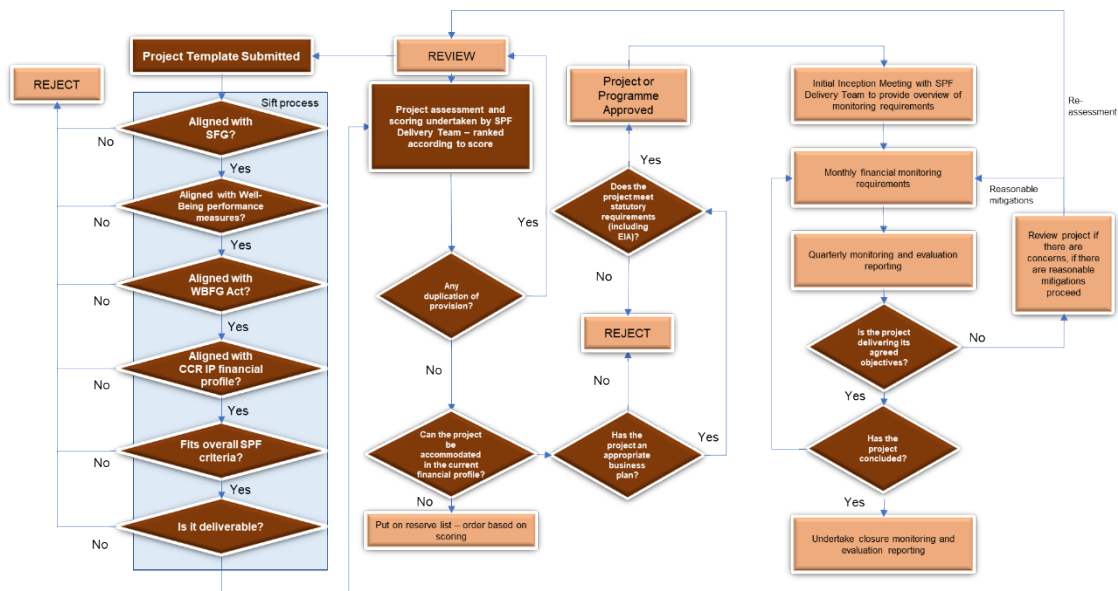


Appendix 2: Project Approval Process

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 | <ul style="list-style-type: none"> • Full and clear alignment to the themes of Stronger, Fairer, Greener • Project delivers an identified commitment |
| 7 | Good response | <ul style="list-style-type: none"> • Some alignment to the themes of Stronger, Fairer, Greener • Project aligned with an identified commitment |
| 5 | Average response | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • No real identification of alignment to the strategy. • Project does not meet the objectives of Stronger, Fairer, Greener Strategy |
| 0 | Unacceptable response | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> Full and clear alignment to 2 or goals of the Act. Project substantially meets the sustainable development principles. |
| 7 | Good response | <ul style="list-style-type: none"> Meets one of the identified goals of the Act. Project generally meets the sustainable development principles. |
| 5 | Average response | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> No real identification of alignment to the Act. Project does not meet the sustainable development principles. |
| 0 | Unacceptable response | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> Clearly meets requirements of the SPF. A number of relevant outputs and outcomes clearly identified. A baseline would be easily evidenced. |
| 7 | Good response | <ul style="list-style-type: none"> Substantially meets the requirements of the SPF. A few relevant outputs and outcomes identified. A baseline would be easily evidenced. |
| 5 | Average response | <ul style="list-style-type: none"> Generally meets the requirements of the SPF. Some outputs and outcomes identified. Not clear if a baseline can be evidenced. |
| 2 | Poor response | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Some identification of funding requirements including split of capital and revenue. |
| 2 | Poor response | <ul style="list-style-type: none"> • No clarity of funding requirements; no split of capital and revenue. • Calculations are not correct. |
| 0 | Unacceptable response | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 |