



Ramsgate Pride in Place Community Action Grant

Appendix D: How Applicants Will Be Assessed

Purpose of this guide

This guide explains the checks and scoring criteria used to assess applications. It is intended to help you understand what information to include and how funding decisions will be informed.

At a glance

- Every application must first pass the eligibility and administrative checks.
- Eligible applications are assessed against eight core criteria, worth up to 100 points in total.
- Applications requesting more than £10,000 are assessed against four additional criteria, worth up to 20 further points.
- Scores support the funding panel's judgement. Funding is competitive and a high score does not guarantee an award.
- Assessors will use the information in your submitted application, any permitted clarification, and verified factual information.

1. Eligibility and Administrative Checks

Before an application is scored, it will be checked against the following requirements. An application may not progress if a requirement is not met.

Check	What This Means
Complete and on time	The application is received by the deadline and contains enough information to assess it.
Eligible applicant	The applicant is eligible and the organisation or individual named as the grant recipient can enter into a grant agreement.
Benefit to Ramsgate	The project will primarily benefit Ramsgate residents.
Pride in Place priority	The project contributes to at least one Ramsgate Pride in Place priority.
Correct funding stream	The amount requested fits the chosen stream and the same project has not been submitted to both streams.
Completion date	The project can be completed by 31 March 2028.
Eligible costs	The budget does not include clearly ineligible costs or expenditure already incurred.
Documents and declarations	Required declarations and supporting information are supplied, or a factual omission can reasonably be clarified.
Legal and safe delivery	There is no unresolved issue that would make the project unlawful or unsafe.

Clarifications

The fund administrator may ask for factual clarification where information is missing or unclear. Clarification cannot be used to rewrite or materially improve an application.

2. How Scoring Works

For each criterion, assessors give a rating from 0 to 5. That rating is converted proportionately into the maximum points available for the criterion. Criteria with more available points have greater influence on the overall score.

Rating	Description	General Meaning
5	Exceptional	Compelling, specific and credible evidence; significant strengths and no material weakness.

Rating	Description	General Meaning
4	Strong	Good evidence and a well-developed response; any minor gaps do not threaten delivery or impact.
3	Acceptable	A satisfactory and credible response, although some gaps or reservations remain.
2	Limited	Only partly meets the criterion; material gaps, weak evidence or inconsistencies cause concern.
1	Inadequate	Minimal information and substantial reservations about credibility, delivery or benefit.
0	No evidence / not met	No relevant information is supplied, or the information shows that the criterion is not met.

3. Core Assessment Criteria

All eligible applications are assessed against the following eight criteria, with a maximum core score of 100 points.

Criterion	Max Points	What Assessors Consider	What to Include
1. Pride in Place alignment and need	20	Explain the local need, which priority or priorities the project supports, and the credible benefit for Ramsgate residents.	Use relevant local evidence, community feedback, service information or experience. Be specific about the people and place affected.
2. Outcomes and impact	15	Set out clear activities, outputs and intended changes that align with Ramsgate Pride in Place priorities, with a proportionate plan for measuring progress.	Describe what you will do, who you will reach, what difference you expect, and what evidence you will collect.
3. Deliverability	15	Show that the method, timetable, risk management, permissions and delivery capacity are realistic.	Include key stages, responsibilities, dependencies, permissions and practical risks, with sensible mitigations.

Criterion	Max Points	What Assessors Consider	What to Include
4. Community engagement, access and inclusion	10	Demonstrate meaningful involvement, reach, accessibility and benefit for the intended communities.	Explain how people shaped the proposal, how they will participate, and how barriers to access will be addressed.
5. Value for money	15	Show that costs are necessary, reasonable and supported, and that the funding adds value without duplicating other funding.	Provide a clear, itemised budget and explain the basis of significant costs, quotations or estimates.
6. Local presence and Ramsgate experience	10	Set out your location, operational footprint and proven experience of delivering within or for Ramsgate.	Give specific examples, dates, venues, communities, partners, outputs or references where possible.
7. Governance and financial resilience	10	Demonstrate suitable governance, financial controls, relevant track record and the ability to manage public funds.	Explain who is accountable, how decisions and spending are controlled, and what relevant experience the applicant has.
8. Sustainability and legacy	5	Explain which benefits, assets, learning or service model are likely to continue after the grant.	Be realistic. Identify what will remain, who will maintain it, and whether further resources will be needed.

4. Local Presence and Ramsgate Experience

Applicants do not have to be based in Ramsgate, but every proposal must primarily benefit Ramsgate residents. The assessment balances local presence with proven experience of delivering in Ramsgate.

Rating	Published Guide
5	Physically based or registered in Ramsgate and demonstrates a proven track record of delivering work within or for the Ramsgate community.
4	Based in wider Thanet with a proven track record of delivering work within or for the Ramsgate community.
3	Physically based in Ramsgate, but has limited or no proven experience delivering within or for the Ramsgate community. OR based outside of Thanet WITH strong, proven experience delivering in Ramsgate.
2	Based in wider Thanet with limited/no Ramsgate community experience.
1	Based outside Thanet with little or no proven experience of working in Ramsgate.

Rating	Published Guide
0	No information is provided.

Important

Location alone does not determine the overall decision. This criterion is worth 10 of the 100 core points, and the proposal must still demonstrate clear benefit to Ramsgate residents.

5. Additional criteria for requests over £10,000

Applications requesting more than £10,000 can receive up to 20 additional points. Partnership working, match funding and addressing several priorities are not automatic requirements, but strong evidence in these areas can improve the application.

Additional Criterion	Max points	What Assessors Consider
Partnership and non-duplication	5	The quality of collaboration, clarity of roles and evidence that potential duplication has been considered.
Scale and lasting contribution	5	A credible contribution across several priorities, or a substantial and lasting response to one priority.
Business planning and sustainability	5	Proactive planning and a credible route to continued benefit after the grant.
Leverage and additional value	5	Cash match, in-kind support, assets, expertise or other resources that increase the project's impact.

Maximum score for requests over £10,000: 120 points (100 core points plus 20 additional points).

6. How Decisions Are Made

Assessment scores inform the funding panel's decision but do not replace its judgement. The panel may recommend an award, a conditional award, placement on a reserve list, or decline an application.

Where applications are similarly strong and funding is limited, the panel may also consider the overall balance of the programme, including distribution across neighbourhoods, communities, Pride in Place priorities, project types and organisations. The reasons for decisions will be recorded.

Any award may be subject to conditions, due diligence and completion of a grant agreement. The panel may decide to fund selected elements or offer a different amount where appropriate.

7. Final Application Checklist

- ☐ I have clearly identified the need and the Pride in Place priority or priorities addressed.
- ☐ I have explained the direct benefit for Ramsgate residents.
- ☐ I have described specific activities, outputs, outcomes and evidence.
- ☐ I have included a realistic timetable, responsibilities, risks and any permissions needed.
- ☐ I have explained community involvement, accessibility and inclusion.
- ☐ My budget is itemised, necessary and based on reasonable costs.
- ☐ I have provided clear evidence of local presence and/or Ramsgate delivery experience.
- ☐ I have explained governance, financial controls and relevant delivery experience.
- ☐ I have described what will continue or remain after the grant ends.
- ☐ If requesting more than £10,000, I have addressed the four additional criteria.

A fair and evidence-based process

Assessors will consider the information provided consistently across applications and will not make assumptions on an applicant's behalf. Clear, specific and proportionate evidence will help the panel understand your proposal.