



Grant Assessment Criteria – Scoring Matrix

1	Clear and detailed description of the project purpose and objectives	Brief description of the project purpose and objectives	Little to no description of the project and objectives. Confusion about the projects purpose and aims.		
	5	4	3	2	1
2	Project offers ongoing participation with ongoing benefits	Project is not ongoing but has ongoing benefits	Project is not ongoing and has no ongoing benefits		
	5	4	3	2	1
3	Strong demonstration of community benefit that is clearly explained	Some demonstration of community benefit described	No demonstration of community benefit described		
	5	4	3	2	1
4	Strong connection with many of the following Council focus areas clearly explained <ul style="list-style-type: none"> • Social and/or Cultural Connection and Participation • Diversity, Inclusion and Accessibility • Gender Equality • Public Health and Wellbeing • Celebrating Aboriginal and/or Torres Strait Islander culture knowledge and right to self-determination • Protecting and enhancing our natural environment • Lifelong learning • Volunteerism 	Some connection with any of the following Council focus areas but lacks explanation <ul style="list-style-type: none"> • Social and/or Cultural Connection and Participation • Diversity, Inclusion and Accessibility • Gender Equality • Public Health and Wellbeing • Celebrating Aboriginal and/or Torres Strait Islander culture knowledge and right to self-determination • Protecting and enhancing our natural environment • Lifelong learning • Volunteerism 	No connection with any of the following Council focus areas with no explanation <ul style="list-style-type: none"> • Social and/or Cultural Connection and Participation • Diversity, Inclusion and Accessibility • Gender Equality • Public Health and Wellbeing • Celebrating Aboriginal and/or Torres Strait Islander culture knowledge and right to self-determination • Protecting and enhancing our natural environment • Lifelong learning • Volunteerism 		
	5	4	3	2	1

5	Accessibility or inclusion of diverse or minority groups is strongly demonstrated	Accessibility or inclusion of diverse or minority groups has been somewhat demonstrated	Accessibility or inclusion of diverse or minority groups has not been demonstrated
	5	4	3 2 1 0
6	Project plan is clear when describing specific tasks to be completed with adequate detail	Project plan has some clarity when describing tasks to be completed but lacks some detail	Project plan lacks clarity when describing tasks to be completed and provides insufficient detail
	5	4	3 2 1 0
7	Detailed and realistic timelines and tasks provided in a project plan	Limited detail and questionable timelines and tasks provided in a project plan	No detail, unrealistic timelines and/or no project plan
	5	4	3 2 1 0
8	Significant number of people involved in the project planning	Reasonable number of people involved in the project planning	Minimal number of people involved in the project planning
	5	4	3 2 1 0
9	Budget comprehensively accounts for all aspects of project, both income and expenditure	Budget accounts for most aspects of project	Budget does not account for sufficient aspects of project or does not correlate with other information provided
	5	4	3 2 1 0
10	All budget items considered to provide excellent value for money and quality	Most budget items considered to provide excellent value for money and quality	Some/no budget items considered to provide excellent value for money and quality
	5	4	3 2 1 0
11	All quotes provided are formal quotes sourced from businesses within the City of Melton	Some formal and informal quotes provided with some being sourced from businesses within the City of Melton	Most quotes are informal and/or sourced from businesses outside of the City of Melton
	5	4	3 2 1 0
12	Applicant contributes substantial funds or in-kind contributions	Applicant contributes some funds or in-kind contributions	Applicant contributes no funds or in-kind contributions
	5	4	3 2 1 0