CDSE CATEGORY 1 ASSESSMENT CHECKLIST FOR CLUBS AND LOCAL COMMITTEES

This checklist should be used as a tool for clubs and Committees in assessing each Category 1 application, to:
1 ensure the eligibility of projects for Category 1 funding; and
2 develop a priority ranking of project applications.

NAME OF PROJECT: _____

1	Does the project fit one or more of the Category 1 funding sub-categories, as listed in Section 3 of the Guidelines? (Q1) *If No, application should not be considered.*	**Yes / No**
2	Is the organisation not-for-profit? (Q17) *If No, application should not be considered.*	**Yes / No**
3	Is the organisation incorporated? *If No, application should not be considered. (But unincorporated applicants may be "sponsored" by an incorporated body that accepts legal and financial responsibility for a grant.)*	**Yes / No**
4	Has the club allocated CDSE funding to this applicant before? If so, has the applicant returned a report on the funded project? *If No, application should not be considered, other than in exceptional circumstances.*	**Yes / No**
5	Has the organisation applied for funding from other registered clubs? (Q11) *If Yes, clubs should ensure that they do not "double up" on funding.*	**Yes / No**
6	Does the project historically receive funding from a local club in the area? (Q12) If so, is continued funding vital for the project's viability? *If Yes, score high.*	**/10**
7	Are other sources of funding available from Federal, State or Local government or other funding sources for this project? (Q10) *If Yes, score low. If project is a core Government responsibility, application should not be considered.*	**/10**
8	Is the project based locally, regionally, statewide or nationally? (Q4,9) *If local, score high. Projects outside NSW should not be funded except as outlined in the Guidelines.*	**/10**
9	Does the project address the funding priorities identified by the Local Committee? (Q1,2) *If Yes, score high.*	**/10**
10	Does the project present good "value for money"? (Considering level of financial contribution compared to expected impact on the identified need / number of beneficiaries / long-term benefit) (Q3,4) *If Yes, score high.*	**/20**
11	Does the organisation have the capacity to deliver the project? That is, does it have identified strategies and timelines to achieve outcomes, suitable management structure, track record working with target group, links to other competent community organisations? (Q5,6,7,8) *If Yes, score high. (Clubs should seriously consider a project's viability when making funding decisions.)*	**/20**
12	Is the project financially viable, with consistency between the budget and project outcomes? (Q13,14,15) *If Yes, score high.*	**/10**
13	Does the project duplicate existing services in the same area? *If Yes, score low.*	**/10**
	TOTAL SCORE:	**/100**

Comments: _____
_____

Recommended for funding: ⊙ **Yes** ⊙ **No**

Board Decision: _____