

Plain Action Project Appraisal

Applicant organisation

Project Name:

Project Reference: PA

Appraiser's Name:

Date of appraisal completed:

A Eligibility and application readiness

Programme Manager to complete	
Is the benefit clearly within Programme area?	Yes/No
Is the <u>activity</u> eligible for Local Action funding? Indicate Measure	Yes/No Measure
Is the <u>applicant</u> eligible for Local Action funding?	Yes/No
Is it clear that the project does <u>not</u> subsidise or provide statutory services?	Yes/No
Is the project clearly described?	Yes/No
Are the objectives clearly stated?	Yes/No
Are there clear outputs?	Yes/No
Are there clear milestones?	Yes/No
Is the financial information provided sufficient?	Yes/No
Is the match funding position clear?	Yes/No
Is it clear the project has not already started?	Yes/No
Is the application form complete and signed? Paper and electronic copies	Yes/No
Are all required attachments provided (see end of form)?	Yes/No

Sections B to E Appraisers to complete. Scoring system

Range: 0 (low) – 5 (high) Use full range. Transfer section totals to last page.

B Plain Action Programme and RDPE Fit	Notes	Score 0-5
Does the project directly address one of the Plain Action Objectives?	<i>See Plain Action Objectives</i>	
Does the project directly address Plain Action's military/civilian integration theme?	<i>See Plain Action themes</i>	
Does the project directly address Plain Action's sustainability theme?	<i>See Plain Action themes Sustainability checklist at end of form.</i>	
Does the project recognise and fit within any relevant local and broader strategic plans	<i>See Plain Action Delivery Plan Section</i>	
Does the project complement directly or integrate with activity across either of the other 2 RDPE axes?	<i>See details of other axes</i>	
	Total score out of 25	
C Project need and quality	Notes	Score 0-5
Is the need well evidenced and explained?	<i>Has the application clearly identified a need for the project</i>	

B Plain Action Programme and RDPE Fit	Notes	Score 0-5
	<i>from the Plain Action documentation, through information they have gathered and from their own local experience?</i>	
Does the local community support the project?	<i>'Local community' can be interpreted widely depending on the project. The relevant community may take many forms depending on its nature and the populations / area which the project will cover. Has the relevant community itself identified the need, and/or requested the project, and/or been closely involved in developing it and/or potentially delivering it?</i>	
To what extent is the project innovative?	<i>'Innovative' can be interpreted widely. Is it a new or novel approach? Is it a unique way of meeting the particular needs of the area.? Is it experimental? Does it propose a model used elsewhere but not in the Programme area?</i>	
Has the applicant considered and explain alternative options for meeting the need, and explained why the proposal is preferable?	<i>A detailed options analysis is not expected. Has the application mentioned alternative ways of meeting the identified need and made clear why the application is the 'best' option? This might be covered by an explanation of how they reached their proposal after working through a development process.</i>	
Does the project demonstrate links with and awareness of other local deliverers in the same field, including those working within Plain Action?	<i>The project should not operate in isolation. Will it collaborate with other Plain Action projects, voluntary organisations, the statutory sector, the military establishment? Where the activities complement others have working links been developed?</i>	
	Total score out of 25	

D Management competence and deliverability	Notes	Score 0-5
Has a satisfactory risk assessment been undertaken and the risks appropriately addressed?	<i>Has the assessment identified the main risks to the project being successfully completed? Are the appropriate measures planned in response to that assessment?</i>	

page 7

Is the project planning adequate and realistic?	<i>Has the applicant clearly thought through the project implementation? It may sound good but is it deliverable in practice?</i>	
Is the proposed system of project management adequate? Are the management performance indicators (eg the milestones, timetable and the target RDPE and individual outputs) SMART?	<i>Is the proposed management structure appropriate to secure delivery of the project? Will it meet all the RDPE control and recording requirements? Are the performance indicators specific, measurable, achievable, realistic and timely?</i>	
Do the organisation and individuals involved have the appropriate skills and track record?	<i>Are skills and track record satisfactorily demonstrated in application? Will they deliver the project on time, within the approved grant, and achieve the target outputs and outcomes?</i>	
Are the systems and those involved financially competent?	<i>Will those responsible manage the finances satisfactorily and retain all the appropriate records for EU auditing purposes?</i>	
	Total score out of 25	

E Value for money and additionality E	Notes	Score
Is the grant critical to the project/activity going ahead?	<i>Would it happen anyway? Would it not happen at all or only much later if at all, or a much diminished scale or much less effective basis?</i>	
Will the project substitute or displace existing activity?	<i>Will the activities within this project duplicate or threaten existing activity, for example will supported activities take business away from other local businesses or voluntary organisations; will jobs created lead to job losses elsewhere; will community activity supported through this project diminish other community activity?</i>	
Does the project deliver good value for Plain Action money?	<i>Does the 'cost' of the grant provide value when measured against the 'benefit' of the intended outputs and outcomes? Will the project have far reaching benefits/impact (the multiplier effect) beyond its immediate operations? Qualitative as well as quantitative benefits can be reckoned into value for money.</i>	
Are the project costs reasonable?	<i>Do the costs of individual items and services in the application appear reasonable?</i>	
Is there a clear exit strategy for the project?	<i>When the Plain Action funding has finished will the project be able to continue, or even if the project itself does not will the benefits derived from it (eg to the individual beneficiaries or its impact on other organisations) be ongoing?</i>	

Appraisal summary

B Plain Action Programme and RDPE Fit: Comments	
	Score/ 25
C Project Need and Quality: Comments	
	Score/25
D Management competence and deliverability: Comments	
	Score/25
E Value for money and additionality: Comments	
	Score/25
Total score Sections B,C,D,E.	
General comment (if any)	

--

<p>Conclusion (one of the following)</p> <p>I support approval of this proposal subject to the following conditions / recommendations:</p>

<p>I support this project in principle but consider there to be major areas for development as follows which need addressing before it should be considered for approval</p>
--

<p>I consider the project to have major areas of weakness as indicated in the sections above and cannot support it.</p>

<p>Appraiser signature:</p>

Appraiser name:

Date: