



## WDT Project Evaluation – Policy and Processes

The Project Evaluation Group and WDT have reviewed policy and processes following the first full year of the PEG being established. The following is an outline of the revised process following review. There are still areas to be developed further as the PEG and WDT gain more experience of their new roles.

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# Who does what.

## 1. Role of WDT

- To encourage and assist in developing projects by individuals or groups (including the Development Trust) that fit the local development plan for Westray.
- To take recommendations from PEG on the suitability of individual projects for assistance and to ensure they fully meet agreed requirements.
- WDT is responsible to OSCR for proper use of assets under charities regulations. As this responsibility cannot be compromised WDT must have the final say for all applications.
- If sufficient information is not available for WDT to make a confident decision on any application there should be recourse to return the application to PEG requesting that information.
- WDT must send out the decision (including conditions, positive, negative and deferred outcomes) to applicants in writing within one week of the Board meeting, with the requirement for specified feedback on progress of the project to the CDO.
- There will be no appeal to decisions (no grant system permits appeals).
- No member of WDT or PEG should entertain discussion of decisions made save to say that the decision was made using the agreed scoring system.
- Advise PEG on any areas requiring special consideration as determined at the AGM.
- Develop its own projects in accordance with the constitution. These projects will be evaluated through the same process as projects developed by other groups.
- To deliver the annual Action Plan to the AGM.
- Provide a member of its staff to administer the PEG.

## 2. Role of PEG

- To consider applications made for assistance for projects from individuals and groups in Westray and recommend acceptance or rejection to WDT.
- To recommend any conditions that should apply to awards.
- PEG can maximise its particular strengths in being widely based within the community to best understand the wishes and needs of the community.
- PEG should be able to recommend acceptance, rejection or return of applications for more information without having to argue the case with applicants.

- All applications should be made in writing with no verbal presentations permitted unless under exceptional circumstances and then only when invited by PEG at their discretion.
- No indication of the PEG recommendation to the Board should be given to applicants.
- The PEG must give the Board sufficient documented summary information supporting their decision on each application to enable the Board to have sufficient confidence in that recommendation to fully meet their legal obligations.
- Progress of each project granted funding will be monitored by PEG from feedback information provided to the CDO.
- Provide information to WDT on project monitoring.
- Recommend an annual Action Plan to WDT in time for the AGM.
- Recommend on any changes to the Action Plan between AGMs (to be affirmed through community consultation if major).

## 3. Role of the CDO

- Actively encourage groups or individuals to propose projects, particularly in areas given highest priority in the Development Plan as agreed at the previous AGM.
- Advise applicants on the application process and if requested help to compile applications to a standard necessary for a decision by PEG – stressing that decisions on success or failure are the responsibility of the PEG Committee and the WDT Board.
- Manage the administration of the PEG, including recording minutes of meetings.
- Follow up awards to ensure that objectives are delivered and conditions met, and report back to PEG.

## 4. Role of Westray residents

- Any resident of Westray or any groups based in Westray can apply for assistance in project funding.

## The Process

- There will be four funding rounds a year, with published application deadlines one month before each PEG meeting.
- Applications should all be in writing with sufficient information for the PEG to make a recommendation. Under rare circumstances, at the discretion of the PEG, applicants may be asked to present supportive information verbally.
- Decisions (approval, rejection, deferred) will be in writing and come from the WDT board. Deferred decisions will normally reach a final decision within 12 weeks.
- Successful applicants will be required to meet conditions such as production of original receipts or pro-forma invoices and giving feedback on grant use.
- ALL applications will go to the PEG for discussion and assessment, whether they meet published criteria or not.
- The Chair of the PEG will meet monthly with the CDO to review pending applications and determine if additional meetings are needed.
- Recommendations will be made by the PEG, with sufficient detail to enable WDT to make final decisions. These are advisory notes only to WDT.
- Recommendations for funding will also include conditions regarding use of the funds.
- All applications will be subject to the same procedures but more details justifying the need for the project and an increased scrutiny will be required as the size of application increases.
- WDT will refer applications back to the PEG if they either do not agree with the PEG recommendation or feel they don't have enough information to make a decision.
- WDT will inform applicants of their decision (approval, rejection, deferred) within one week of the Board meeting where the application was discussed.



## What is covered by the project funding process:

### SMALL GRANTS SCHEME

Westray Development Trust has a small grants scheme open to applications for projects that benefit Westray covering a wide range of costs and activities.

#### Who can apply.

- Westray residents and Westray based groups

#### How much is available.

- An annual small grant budget will be set at each AGM.
- Small grants will generally be between £50 and £1000.

#### What is it for.

- Projects that have direct benefit to Westray residents.
- Things that fit well with the Key Themes of the Westray Development Plan (ask the CDO for a copy of this) or with identified annual priorities.
- A way to add to existing or outside fundraising, not replace it.

Remember that even if you think you meet all the criteria there are limited funds and projects will be prioritised so there is no guarantee that you will get what you have asked for.

#### How it works:

1. Contact the CDO or the Westray Development Trust office to request an application form.
2. Email (to [cdo.westray@yahoo.co.uk](mailto:cdo.westray@yahoo.co.uk)), post or deliver the application to the Westray Development Trust office.
3. There will be four funding deadlines a year. Please note that it may take up to 12 weeks from the deadline before you receive a decision.
4. The PEG will assess and give advice to the WDT board, but the final decision comes from WDT and has to fit what the trust can do as a charity.
5. You will receive a decision in writing from WDT. Please don't put individuals in a difficult position by asking for feedback before this.
6. Decisions are final and like all other grant funds, there is no appeal.
7. You will need to show how the grant was used (including providing receipts) and what difference it has made. Some grants may have other conditions that will be listed in the decision letter.



## LARGE PROJECTS

### Ideas assessment stage

WDT would like to capture project ideas at an early stage. The CDO is available to help individuals or groups put an idea forward if required, or ideas may be discussed with directors or sent to the office. If you have an idea for a project that would be of benefit to the community of Westray, the following questions should be used as a guide to prepare an outline.

- What is your idea?
- Why do you think it is important to Westray? What will the benefits be to the wider community?
- What does it need to make it happen?
- Who will do it? Are you, your group, or anyone you know willing to be involved?
- What support is there for this idea from other Westray Residents?
- Any other relevant information about the idea.

The PEG will assess and make recommendations to WDT who will invite those with potential to meet key themes and goals to develop their project further.

### The action stage

Projects that have had full investigation of feasibility, and are “ready to go” with a management plan in place, will be assessed according to community benefit, community need, availability of outside funding, impact on other local services and facilities (positive or negative) and availability of turbine funds. These projects will be included in projected annual plans. Community approval will be sought for all major new projects (either at AGM, or by household survey).

## OTHER FUNDING OR ASSISTANCE

The processes, particularly for larger grants and projects, are still being developed. WDT therefore encourages any Westray resident or group to contact the CDO, or directors or send to the office proposals for any project or idea that potentially contributes to the long term sustainability of Westray. These will all be assessed, and where there is a real need or benefit, the PEG will make recommendations to WDT on how to deal with it. This may include either changing processes, or developing new programmes for assistance.

## Assessment Criteria, scoring and prioritising

Over the first year of the PEG, the difficulties of trying to create an absolute set of criteria that can be scored became apparent. The process that has developed includes evaluating applications and project ideas under the following criteria:

- Community benefit.
- Community support for the idea.
- How well it fits with key themes and community plan priorities.
- Positive and negative impacts on other organisations, businesses or projects.
- Feasibility and value for money.
- Evidence of reasonable efforts to obtain external sources of funding (e.g. grants, loans, fundraising).
- Whether it is allowable under the WDT aims and objectives – this is particularly important where it is an application that may allow an individual or business to profit.

The same criteria are used for all sizes of application, with the level of scrutiny increasing as the funding level increases.

Criteria and scoring mechanisms will continue to be developed. Normally, assistance to private business is only available in the form of loans.

