



## G.O Application Assessment Checklist

<b>Organisation Name:</b>	
<b>Ref Number:</b>	
<b>Request Date:</b>	
<b>Staff:</b>	

Application received under which funding theme?	
• Inspiring London through Culture	Yes / No
• Stronger Communities	Yes / No
• Enjoying Green Space's and the Natural Environment	Yes / No
• City Educational Trust Fund	Yes / No

Eligibility criteria check	
• Does the application received satisfy the eligibility criteria in place?	Yes / No

Section 1: Organisation Details		
• Have all necessary contact details been provided by the applicant organisation?		Yes / No
• Is the legal status of the organisation applying one of the below? Tick as appropriate:		Yes / No
a.	Registered charity	<input type="checkbox"/>
b.	Registered Community Interest Company	<input type="checkbox"/>
c.	Registered Charitable Incorporated Organisation	<input type="checkbox"/>
d.	Charitable company (incorporated as a not-for-profit)	<input type="checkbox"/>
e.	Exempt or excepted charity	<input type="checkbox"/>
f.	Registered charitable industrial and provident society or charitable Cooperative (Becom)	<input type="checkbox"/>
g.	Constituted voluntary organisation	<input type="checkbox"/>
h.	Educational establishment	<input type="checkbox"/>
• Has the organisation appended a valid constitution or articles of association to their application?		Yes / No
• Is this applicant's proposal within its objects/articles?		Yes / No

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<ul style="list-style-type: none"><li>Is there an appropriate number of board/management committee Members/Trustees?</li></ul>	Yes / No
<b>Section 2: Grant Requested</b>	
<ul style="list-style-type: none"><li>Is the total amount of grant requested aligned with the minimum/maximum amount permitted under this funding theme?</li></ul>	Yes / No If no, provide details in the recommendations/additional comments section
<ul style="list-style-type: none"><li>Will the corresponding Committee/Officer panel meet before the date identified when the funding is required?</li></ul>	Yes / No If no, provide details in the recommendations/additional comments section
<ul style="list-style-type: none"><li>Does the applicant demonstrate that they have satisfied the eligibility criteria in a clear and transparent way?</li></ul>	Yes / No If no, provide details in the recommendations/additional comments section
<ul style="list-style-type: none"><li>Does the applicant organisation plan to deliver their project or service within the agreed geographical boundary?</li></ul>	Yes / No If no, provide details in the recommendations/additional comments section
<ul style="list-style-type: none"><li>Has the applicant received funding through the CoLC before?</li></ul>	Yes / No If yes, provide details in the recommendations/additional comments section
<b>Section 3: Impact and Outcomes</b>	
<ul style="list-style-type: none"><li>Is the number of project beneficiaries proportionate to the level of grant awarded?</li></ul>	Yes / No If no, provide details in the recommendations/additional comments section
<ul style="list-style-type: none"><li>Is the time scale to deliver the proposed project feasible?</li></ul>	Yes / No If no, provide details in the recommendations/additional comments section
<ul style="list-style-type: none"><li>Are the project outputs/outcomes sufficiently impactful and proportionate to the level of award requested?</li></ul>	Yes / No If no, provide details in the recommendations/additional comments section

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<ul style="list-style-type: none"><li>• If working with children or vulnerable adults, has a safeguarding policy been provided?</li></ul>	Yes / No  If no, provide details in the recommendations/additional comments section
<ul style="list-style-type: none"><li>• Bearing in mind the nature of the project proposed and the geographical area it is to be delivered in, does it target a wide enough range of ethnic minorities, age groups and disabled people?</li></ul>	Yes / No  If no, provide details in the recommendations/additional comments section
<b>Section 4: Financial Information</b>	
<ul style="list-style-type: none"><li>• If another funding application has been submitted to a different funding organisation to deliver this specific activity, is there a likelihood of a double funding situation arising?</li></ul>	Yes / No  If yes, provide details in the recommendations/additional comments section
<ul style="list-style-type: none"><li>• If match funding is required for this application, is this in place? Or will it be approved by the time this application is submitted to the officer panel/committee?</li></ul>	Yes / No  If no, provide details in the recommendations/additional comments section
<ul style="list-style-type: none"><li>• Does the funding breakdown provided identify all expenditure items and is it transparent?</li></ul>	Yes / No  If no, provide details in the recommendations/additional comments section
<ul style="list-style-type: none"><li>• Can the project or service still be delivered if part funding is approved?</li></ul>	Yes / No  If yes, provide details in the recommendations/additional comments section
<b>Section 5: Additional information</b>	
<ul style="list-style-type: none"><li>• Have all the necessary documents to support the application been appended to the application?</li></ul>	Yes / No  If no, provide details in the recommendations/additional comments section
<ul style="list-style-type: none"><li>• If additional evidence of need has been provided, does this need to be highlighted to the officer panel/Committee?</li></ul>	Yes / No  If yes, provide details in the recommendations/additional comments section
<b>Section 6: Referee</b>	
<ul style="list-style-type: none"><li>• Is the referee independent of the applicant organisation?</li></ul>	Yes / No  If no, provide details in the recommendations/additional

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	comments section
<ul style="list-style-type: none"><li>• Do the referee fully support the application?</li></ul>	Yes / No  If no, provide details in the recommendations/additional comments section
<ul style="list-style-type: none"><li>• Has it been necessary to contact the Referee?</li></ul>	Yes / No  If yes, provide details in the recommendations/additional comments section

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Recommendations/Additional Comments Grants Officer	Date of comment

Do you approve this application to be submitted to the respective committee/Officer panel for evaluation: Yes / No

Signed:

Date:

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<b>Organisation Name:</b>	
<b>Ref Number:</b>	
<b>Request Date:</b>	
<b>Staff:</b>	

<b>Confirm the application form has been received under the below funding theme.</b>	
<ul style="list-style-type: none"> <li>Combined Education Charity</li> </ul>	Yes / No

<b>Which specific funding stream is being applied for?</b>	
1. A person attending a further education or higher education institution	Yes / No
2. A pupil or group of pupils attending one of the City of London sponsored academies, the City of London School or the City of London School for Girls	Yes / No
3. A current member of staff at one of the City of London sponsored Academies, the City of London School or the City of London School for Girls	Yes / No

<b>Eligibility criteria check</b>	
<ul style="list-style-type: none"> <li>Does the application satisfy the eligibility criteria in place?</li> </ul>	Yes / No

<b>Section 1: Applicant details and Grants purpose</b>	
<ul style="list-style-type: none"> <li>Have all necessary contact details been provided by the applicant/school?</li> </ul>	Yes / No
<ul style="list-style-type: none"> <li>Has the applicant provided a valid purpose for which the grant will be used (which aligns with the eligibility criteria)?</li> </ul>	Yes / No If no, provide details in the recommendations/additional comments section
<ul style="list-style-type: none"> <li>Will the course or training to be undertaken provide tangible educational merit/value to the applicant/s?</li> </ul>	Yes / No If no, provide details in the recommendations/additional comments section
<ul style="list-style-type: none"> <li>Is the total amount of grant requested aligned with the minimum/maximum amount permitted under this funding theme? i.e. £3,000 per individual.</li> </ul>	Yes / No If no, provide details in the recommendations/additional comments section
<ul style="list-style-type: none"> <li>Has a detailed breakdown of how the funding will be utilised, been provided by the applicant?</li> </ul>	Yes / No If no, provide details in the recommendations/additional comments section

<b>Section 2: Further or Higher Education Institution and Course of Study</b>	
<ul style="list-style-type: none"> <li>Have all the details relating to the educational establishment and course been provided?</li> </ul>	<p>Yes / No</p> <p>If no, provide details in the recommendations/additional comments section</p>
<ul style="list-style-type: none"> <li>Has evidence of enrolment been attached to the application?</li> </ul>	<p>Yes / No / N.A</p> <p>If no, provide details in the recommendations/additional comments section</p>
<ul style="list-style-type: none"> <li>Have the full contact details for the course tutor been provided?</li> </ul>	<p>Yes / No / N.A</p> <p>If no, provide details in the recommendations/additional comments section</p>
<b>Section 4: Professional &amp; Academic Achievements</b>	
<ul style="list-style-type: none"> <li>Have all the necessary details on the applicant's qualifications been provided?</li> </ul> <p>Note: If there are any inconsistencies, please highlight these in the recommendations section and clarify with the applicant.</p>	<p>Yes / No / N.A</p> <p>If yes, provide details in the recommendations/additional comments section</p>
<b>Section 4: Evidence of Need</b>	
<ul style="list-style-type: none"> <li>If the applicant/s are already in receipt of additional financial support (and have additional applications in the pipeline) would you assess their level of need high enough to warrant funding to be considered by CoLC.</li> </ul>	<p>Yes / No</p> <p>If no, provide details in the recommendations/additional comments section</p>
<ul style="list-style-type: none"> <li>If additional evidence of need has been provided, does this need to be highlighted to the officer panel/Committee?</li> </ul>	<p>Yes / No</p> <p>If yes, provide details in the recommendations/additional comments section</p>
<b>Section 5: Previous Funding &amp; Declaration</b>	

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<ul style="list-style-type: none"><li>• Have any previous applications been made to CoLC for funding and if so, are you aware of any issues that should be brought to the attention of the committee/assessment panel?</li></ul>	Yes / No  If no, provide details in the recommendations/additional comments section
<ul style="list-style-type: none"><li>• If additional evidence of need has been provided, does this need to be highlighted to the officer panel/Committee?</li></ul>	Yes / No  If yes, provide details in the recommendations/additional comments section
<b>Attachments</b>	
<ul style="list-style-type: none"><li>• Have all the necessary attachments relating to this application been provided?</li></ul>	Yes / No  If no, provide details in the recommendations/additional comments section

Do you approve this application to be submitted to the respective committee/Officer panel for evaluation: Yes / No

Signed:

Date:



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Recommendations/Additional Comments Grants Officer	Date of comment