

Locality Led Projects

Assessment Panel Scoring Guidance

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RAISE Locality Led Projects

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RAISE Locality Led Projects

Assessment Panel Guidance

Purpose

The purpose of the following guidance is to support Assessment Panel members in assessing and scoring project identification templates for RAISE Locality Led Projects.

Assessment Panel

All project templates will be assessed by a panel. The panel will include officials from the Departments of Education and at least one external member with experience of education or locality based programmes.

Initial Checks

Applications will be checked by the RAISE Team to ensure they have been submitted on time, are signed and relevant paperwork has been submitted to support the proposal.

Where appropriate, Locality Co-Ordinators will also provide brief commentary on the individual proposal and the proposals for their RAISE locality collectively. Any conflicts of interest, perceived or actual, will be managed through the usual processes.

Assessment Criteria

The panel will assess each template and allocate a score against the following criteria:

1. Alignment to the RAISE Programme Strategic Objectives, the objectives, benefits and needs within the relevant Locality Strategic Area Plan, addressing educational disadvantage, and additionality (Sections B and C)
2. Delivery Arrangements and Monitoring and Evaluation (Sections D and E)
3. Financial/Economic (Section F)

Criterion 1 will be allocated a score of up to 50, Criterion 2 will be allocated a score of up to 25 and Criterion 3 will be allocated a score of up to 25.

Projects will be required to achieve minimum scores in order to pass.

In addition to this scored assessment, the panel will also consider the extent to which applicants have satisfied the following key questions with the information provided in the rest of the template:

- Does the proposal have clear objectives?
- Is the proposal supported by an appropriate evidence-based approach?



- Does the financial information provided demonstrate value for money and an effective approach to financial controls?
- Has the Declaration been completed and signed?

Following assessment and scoring by the panel a merit list will be produced of proposed projects for each Strategic Area Plan objective. The Assessment Panel will then consider the balance of projects being supported in each RAISE locality. This is to ensure that projects supported meet the prioritised needs that have been identified during the development of, and reflected in, the RAISE locality's Strategic Area Plan.

Eligibility Criteria

The panel will first need to consider if the application is eligible.

Project proposals are invited from organisations with experience of successful working in the locality, schools serving those pupils who live within a RAISE locality or area identified within the locality's Strategic Area Plan (excluding independent and preparatory schools), early years providers, colleges and appropriately constituted community groups and voluntary organisations. Examples of which include Associations, Trusts, Companies limited by Guarantee, Community Interest Companies, Charitable Incorporated Organisations or Industrial and Provident Societies. Proposals from Churches will also be considered.

As one of the key objectives of the RAISE Programme is raising aspirations through a whole community approach to education, collaborative/ consortium proposals will also be welcomed.

In order to be eligible for funding, an organisation must:

- be legally able to operate in Northern Ireland;
- be independent and have a constitution or set of rules defining your aims, objectives and operational procedures;
- have a suitable management structure and appropriate financial controls; and
- comply with relevant legislative requirements in respect of employment, health and safety, discrimination and equality of opportunity.

Proposals received from the following would be ineligible for RAISE Funding:

- trade union;
- political party; and
- an individual as opposed to a group.

Capital projects will be ineligible for this funding stream.



If it is agreed the application is ineligible the Chair of the panel will record this on the scoring sheet with the reason.

Assessment

If the proposal is eligible the panel will assess applications against the following criteria.

Criteria	Section within Project Template
Alignment to the RAISE Programme Strategic Objectives, the objectives, benefits and needs within the relevant Locality Strategic Area Plan, addressing educational disadvantage, and additionality	Sections B, C
Delivery Arrangements and Monitoring and Evaluation	Section D and E
Financial/Economic	Section F

Assessment Panel members should note, of course, that information relevant to a particular criterion may be found within other sections of the project template. Panel members should take account of this information even where it does not come in the “correct” box.

The Assessment Panel may seek urgent clarification from an applicant on the specific meaning of information submitted in a template but new and additional information will not be accepted.

Assessment Panel members will review each template prior to the Assessment Panel meeting. A copy of the scoring matrix can be found at the end of this guidance and should be used as an aid while assessing applications.

The Assessment Panel will meet and score proposals against the assessment criteria.

One scoring matrix must be completed for each proposal and this will be completed, by the Chair of the Assessment Panel, after the Panel has agreed a score for each criterion resulting in a final score being agreed for each proposal. Where agreement cannot be reached the Chair will decide on the score and record any issues raised by panel members not in agreement.

The Assessment Panel’s scores will then be recorded on a merit list with proposals ranked in order of their overall score, for the respective RAISE Strategic Area Plan objective. The Assessment Panel will consider the balance of project proposals in each RAISE locality to ensure that projects supported meet the wide range of needs that have been identified during the development of, and reflected in, the RAISE localities Strategic Area Plans.



Declaration of Interest by Assessment Panel Members

Assessment Panel members should declare any conflicts of interest, real or perceived, before the assessment process starts. A Declarations of Interest form will be issued to Assessment Panel members in advance of the Assessment Panel meeting. Conflicts of interest that an Assessment Panel member becomes aware of after completion of the form must be declared to the Chair of the Assessment Panel as promptly as possible and recorded on the scoring sheet for the relevant Project Proposal. If a potential conflict of interests has been identified, the Assessment Panel member will not be permitted to participate in the assessment process, discussion or decision for the relevant proposal.

Assessment Criteria

The Assessment Panel will score applications against three Assessment Criteria.

Assessment Criteria		Weighting
Criteria 1	Alignment to the RAISE Programme Strategic Objectives, the objectives, benefits and needs within the relevant Locality Strategic Area Plan, addressing educational disadvantage, and additionality	50 (Pass 30)
Criteria 2	Delivery Arrangements and Monitoring and Evaluation	25 (Pass 15)
Criteria 3	Financial/Economic	25 (Pass 15)

Each criterion has a set weighted score. Panel members are asked to agree a score between 0-5 for each criterion. This will then be multiplied by 10 for Criterion 1, 5 for Criterion 2 and 5 for Criterion 3 to provide a total score for the proposal. Guidance on indicators for each level of score are set out in the tables at the end of this document to assist the panel in their assessments.

A project must score a minimum of 60 to pass the assessment. This includes minimum scores within each criterion as set out above.



CRITERION 1: Alignment to the RAISE Programme Strategic Objectives, the objectives, benefits and needs within the relevant Locality Strategic Area Plan, addressing educational disadvantage, and additionality

5	<p>Excellent Proposal which provides detailed and high-quality information on the tackling educational disadvantage aspects of the Proposal. Excellent description of how the project involves collaboration with other organisations to deliver RAISE Outcomes. Detailed information on how the project will contribute to raising aspirations and educational achievement including robust details of the beneficiaries and outcomes expected as well as provision of appropriate evidence. Proposal demonstrates strong alignment to RAISE Objectives/ Outcomes. Excellent description of how the project will contribute to Strategic Actions identified in the Strategic Area Plan for the relevant RAISE Locality. Very high level of additionality demonstrated.</p>
4	<p>Good Proposal which provides all necessary information on the tackling educational disadvantage aspects of the Proposal. Good description of how the project involves collaboration with other organisations to deliver RAISE outcomes. Good information on how the project will contribute to raising aspirations and educational achievement including details of the beneficiaries and outcomes expected as well as provision of appropriate evidence. Proposal demonstrates good alignment to RAISE Objectives/Outcomes. Good description of how the project will contribute to Strategic Actions identified in the Strategic Area Plan for the relevant RAISE Locality. High level of additionality demonstrated.</p>
3	<p>Satisfactory Proposal which satisfactory information on the tackling educational disadvantage aspects of the Proposal. Satisfactory description of how the project involves collaboration with other organisations to deliver RAISE outcomes. Satisfactory information on how the project will contribute to raising aspirations and educational achievement including details of the beneficiaries and outcomes expected as well as provision of appropriate evidence. Proposal demonstrates satisfactory alignment to RAISE Objectives/ Outcomes. Satisfactory description of how the project will contribute to Strategic Actions identified in the Strategic Area Plan for the relevant RAISE Locality. Additionality clearly demonstrated.</p>
2	<p>Limited Proposal with limited information on the tackling educational disadvantage aspects of the Proposal. Limited description of how the project involves collaboration with other organisations to deliver RAISE outcomes. Limited information on how the project will contribute to raising aspirations and educational achievement including details of the beneficiaries and outcomes expected as well as provision of appropriate evidence. Proposal demonstrates limited alignment to RAISE Objectives/ Outcomes. Limited description of how the project will contribute to Strategic Actions identified in the Strategic Area Plan for the relevant RAISE Locality. Limited demonstration of additionality.</p>
1	<p>Very Limited Proposal with very limited information on the tackling educational disadvantage aspects of the Proposal. Very limited description of how the project involves collaboration with other organisations to deliver RAISE outcomes. Very limited information on how the project will contribute to raising aspirations and educational achievement including details of the beneficiaries and outcomes expected as well as provision of appropriate evidence. Proposal demonstrates very limited alignment to RAISE Objectives/ Outcomes. Very limited description of how the project will contribute to Strategic Actions identified in the Strategic Area Plan for the relevant RAISE Locality. Fails to adequately demonstrate additionality.</p>
0	<p>No information provided for this criterion.</p>



CRITERION 2: Delivery Arrangements and Monitoring and Evaluation

5	Excellent Proposal which demonstrates clear capability of the organisation to deliver the project. Clear project timescales and detailed milestones set out. Excellent description of how the proposed delivery arrangements will ensure the project is delivered to a high standard and deliver against the relevant Strategic Area Plan Objective. Excellent description of how the project will be monitored and evaluated including proposed measures.
4	Good Proposal which demonstrates good capability of the organisation to deliver the project. Clear project timescales and detailed milestones set out. Good description of how the proposed delivery arrangements will ensure the project is delivered to a high standard and deliver against the relevant Strategic Area Plan Objective. Good description of how the project will be monitored and evaluated including proposed measures.
3	Satisfactory Proposal which demonstrates satisfactory capability of the organisation to deliver the project. Clear project timescales and detailed milestones set out. Satisfactory description of how the proposed delivery arrangements will ensure the project is delivered to a high standard and deliver against the relevant Strategic Area Plan Objective. Satisfactory description of how the project will be monitored and evaluated.
2	Limited Proposal which demonstrates limited capability of the organisation to deliver the project. Project timescales and milestones set out. Limited description of how the proposed delivery arrangements will ensure the project is delivered to a high standard and deliver against the relevant Strategic Area Plan Objective. Limited description of how the project will be monitored and evaluated.
1	Very Limited Proposal which demonstrates very limited capability of the organisation to deliver the project. Very limited project timescales and detailed milestones set out. Very limited description of how the proposed delivery arrangements will ensure the project is delivered to a high standard and deliver against the relevant Strategic Area Plan Objective. Very limited description of how the project will be monitored and evaluated.
0	No information provided for this criterion.



CRITERION 3: Financial / Economic

5	<p>Excellent Proposal which provides detailed and high quality information on the Financial/Economic aspects of the Proposal. Excellent description of the project, need and demand, clear project objectives, benefits, risks any community consultation which has taken place. The organisation has an excellent plan and high levels of capability to deliver the project. An excellent approach to monitoring and evaluation. Proposal demonstrates a very high level of VFM and an excellent approach to budget management is in place. Excellent work plan with appropriate detail.</p>
4	<p>Good Proposal which provides all necessary information on the Financial/Economic aspects of the Proposal. Good description of the project, need and demand, clear project objectives, benefits, risks any community consultation which has taken place. The organisation has a robust plan and high levels of capability to deliver the project. An effective approach to monitoring and evaluation. Proposal demonstrates a good level of VFM and a sound approach to budget management is in place. Good work plan with appropriate detail.</p>
3	<p>Satisfactory Proposal which details the required information on the Financial/Economic aspects of the Proposal. Satisfactory description of the project, need and demand, clear project objectives, benefits, risks any community consultation which has taken place. Provides evidence that the organisation has a clear plan and the capability to deliver the project. Satisfactory evidence of an effective approach to monitoring and evaluation. Proposal demonstrates VFM and an effective approach to budget management is in place. Satisfactory workplan with sufficient detail.</p>
2	<p>Limited Proposal with limited information provided on the Financial/Economic aspects of the Proposal. Limited description of the project, need and demand, clear project objectives, benefits, risks, any community consultation which has taken place. Provides limited evidence that the organisation has a clear plan and the capability to deliver the project. A limited approach to monitoring and evaluation. Limited information to determine VFM or an effective approach to budget management is in place. Limited workplan with lack of detail.</p>
1	<p>Very Limited Proposal with insufficient information provided on the Financial/Economic aspects of the Proposal. A very limited proposal that fails to adequately describe the project, need and demand, clear project objectives, benefits, risks, any community consultation which has taken place. Does not provide sufficient evidence that the organisation has a clear plan and the capability to deliver the project. No evidence of an effective approach to monitoring and evaluation. Insufficient information to determine VFM or an effective approach to budget management is in place. Very limited workplan with insufficient detail.</p>
0	<p>No information provided for this criterion.</p>

