**Development Fund – Application Scoring Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Section** | **Score Criteria** | **Score Awarded** | **Comments** |
| **Region** | |  | |
| **Basic Information**  *Section Score*  *Pass/Fail* | *All information provided = pass*  *Some/all information missing = fail* | Pass/Fail |  |
| **Project Aims**  *Section Score*  *(\_/5)* | Is the aim a SMART goal?  Specific *= 1 point*  Measurable *= 1 point*  Achievable *= 1 point*  Relevanttothe Application *= 1 point*  Over a defined timescale *= 1 point* | /5 |  |
| **Project Justification**  *Pass/Fail*  *Section Score*  *(\_/10)* | Has the USC filled out the Development Survey? *(yes = pass, no = fail)*  Is it well written and presented in a logical order? *(no = 0 point, partially = 1 point, yes = 2 points)*  Is the evidence base for the projects necessity clear? *(no = 0 points, partially = 1 point, yes = 2 points)*  Does the project fit into the club’s development goals for the year (as outlined by the survey) and has this been mentioned? *(no = 0 points, partially = 1 point, yes = 2 points)*  Does the project fit into BUSA’s development goals for the year? *(0 goals = 0 points, 1 goal = 1 point, 2+ goals = 2 points)*  What are the impacts of the project upon the USC/ region been presented? *(no = 0 points, partially = 1 point, yes = 2 points)*  What is the magnitude of these impacts? *(1 USC only = 0 points, 2 USCs = 1 point, regional/ national = 2 points)* | Pass/Fail  /2  /2  /2  /2  /2 |  |
| **Project Mechanisms**  *Section score*  *(\_/9)* | Is the plan specific and detailed enough to make accurate assumptions about how the project will operate and is the project realistic? *(Major flaws in assumption/ plan too vague/ unrealistic = 0 points, minor issues with assumptions/ vagueness/ unrealistic = 2, 3 or 4 points, assumptions are reasonable, plans as specific as possible and project realistic = 5 points)*  Has the application considered logistical details such as availability of boats, coaches and available facilities? *(no = 0 points, partially = 1 point, yes = 2 points)*  Are the timescales outlined by the project realistic (ie has sufficient time been allowed for advertisement/recruitment, is the project likely to clash with major events, holidays or exams?) *(no = 0 points, partially = 1 point, yes = 2 points)*  Has the application detailed how impacts and aims (detailed in earlier sections) will be measured? *(no = 0 points, partially = 1 point, yes = 2 points)*  Have any potential issues been identified with the project and have these been addressed? *(issues not addressed OR obvious issues have not been identified = 0 points, issues identified and addressed OR no obvious issues = 1 point)* | /5  /2  /2  /2  /1 |  |
| **Project Costs**  *Section score*  *(\_/4)* | Have the costs covered everything necessary for the project to run? *(no = 0 points, mostly = 1 point, yes = 2 points)*  Are the costs realistic? *(no = 0 points, partially = 1 point, yes = 2 points)* | /2  /2 |  |
| **Project Funding**  *Section score*  *(\_/7)* | Has the application detailed how all of the costs listed above will be met? *(no = 0 points, partially = 1 point, yes = 2 points)*  Will the project be funded in such a way that it is unlikely to run at a large loss to the USC hosting? *(no = 0 points, partially = 1 point, yes = 2 points)*  Has the requested for BUSA contribution been outlined? *(pass/ fail)*  If there is a contribution required from participants, is this likely to present a barrier to attendance? *(yes - likely barrier = 0 points, yes – unlikely barrier = 1 point, no cost = 2 points)* | /2  /2  Pass/ fail  /2 |  |
| **Conclusions** | Do these sum up the project sufficiently?  Is there any indication that the project could be sustainable, financially or in terms of carbon emissions if run again? *(no = 0 points, yes = 1 point)* | /1 |  |
|  | | | |
| **Other factors to consider** | Region,  Number of people affected  Number of USCs affected  Cost/benefit to BUSA. Can we run more projects for less? And if so, how do you balance the financial contributions to each project? Are there benefits to BUSA as an organisation in addition to university sailing? Well run and innovative projects may be advertising opportunities which may be important for meeting other BUSA goals for the year/ longer term. |  | |
| **General comments on the application** |  | | |
| **Scores** | Basic Information: Pass/Fail  Development Survey Completed: Pass/Fail  Project Aims: \_/5  Project Justification: \_/10  Project Mechanisms: \_ /9  Project Costs: \_/4  Project Funding: \_/7  Project Conclusions: \_/1  Overall Score: \_/36 | | |
| **Project Outcome:**  **Caveats:**  If this application fails to address major concerns with the project, can it still be run, but with caveats to the funding which provide BUSA with justification for withdrawing support if these concerns are not addressed? These concerns should be made clear, as should the caveats.  All projects must return a news item for BUSA and a piece for yachts and yachting. | | | |