# **CAT Application - Appraisal Form**

|  |  |
| --- | --- |
| **Name of Organisation(s):** |  |
| **Name of asset:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Initial Check List** | | | | |
| **Supporting Documents** | **Supplied** | **Action/Notes** | | **Action for Link Officer** |
| Cashflow appendix |  |  | |  |
| Risk assessment |  |  | |  |
| Community needs assessment |  |  | |  |
| Other please state |  |  | |  |
|  | | | | |
| Any other issues for Appraisal Panel |  | | | |
| Check list completed |  | | Date: |  |
|  | | | | |
| Application referred to Appraisal Panel |  | |  |  |

|  |  |
| --- | --- |
| **Preliminary Assessment** | |
| Are there any potential issues with this application that the applicant needs to be made aware of? | (If yes, give details) |
| Date organisation notified |  |

**Date of Appraisal:**

The appraisal panel needs to judge the CAT application/ business plan against the criteria of the scheme. The full application must give evidence of how plans for the asset will be delivered over the long term.

**Review each section and make a judgement of best fit against the following descriptors**:

**Outstanding** - the organisation (or individual members in the case of new organisations) has demonstrated that it has a track record in most areas of the application and meets the key criteria. The plans and evidence submitted demonstrate clearly that “it can hit the ground running”- sustain services and manage day to day operations. The organisation has local support and/or user voice in its management arrangements. It has demonstrated a clear needs assessment and has developed a marketing strategy based on this.

**Meets requirements** – the organisation has providedevidence for the key criteria, and has capacity to develop. The application has provided sound evidence that plans:

* will sustain use, manage the asset safely and promote it effectively
* show an understanding of the needs of the community and how the asset can meet these needs
* will introduce innovation to the asset by demonstrating proposals to increase use
* apply appropriate pricing structures and financial projections are adequate
* demonstrate that most procedures are in place and others can be delivered in a timely way to ensure a smooth transition and safe operation of the asset and can within a reasonable timescale meet the outcomes of CAT

In addition evidence provided demonstrates future plans are realistic, viable and the organisation(s) have shown that they have reasonable capacity to implement.

**Needs improvement** – the evidence is weak against the CAT outcomes. The organisation has not sufficiently developed its plans in enough areas to enable a smooth transfer and continuity of service. It shows limited innovation and scope for development. Future viability is not clear and needs improvement.

**Inadequate** - there is not sufficient evidence that the organisation can meet the basic criteria of the scheme, manage the asset from date of transfer or deliver the outcomes for CAT.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of application –** How has the organisation explained and given evidence to demonstrate each section below | **Judgements on proposal and evidence submitted in application** (please tick) | | | | **Panel’s**  **Comments** |
| **Inadequate** | **Needs improvement** | **Meets requirements** | **Outstanding** |
| Part 1 - Your organisation, track record and governance |  |  |  |  |  |
| Part 2 - Your plans for the asset |  |  |  |  |  |
| Part 3 - Community involvement & increasing use |  |  |  |  |  |
| Part 4 – Inclusion,  Diversity and Social  Cohesion |  |  |  |  |  |
| **Area of application –** How has the organisation explained and given evidence to demonstrate each  section below | **Judgements on proposal and evidence submitted in application** (please tick) | | | | **Panel’s**  **Comments** |
| **Inadequate** | **Needs improvement** | **Meets requirements** | **Outstanding** |
| Part 5- Organisation finances |  |  |  |  |  |
| Part 6 - Managing people |  |  |  |  |  |
| Part 7 – Planning for the future |  |  |  |  |  |
| Part 8 - Additional info |  |  |  |  |  |

|  |
| --- |
| How does the proposal demonstrate that it promotes the economic, social and environmental wellbeing of the local area? |

Panel’s **overall judgement** (best fit against judgement descriptors above) plus additional comments: