Community Response Fund

Evaluation Guidelines
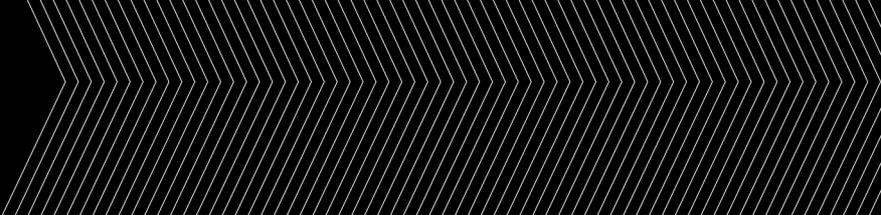
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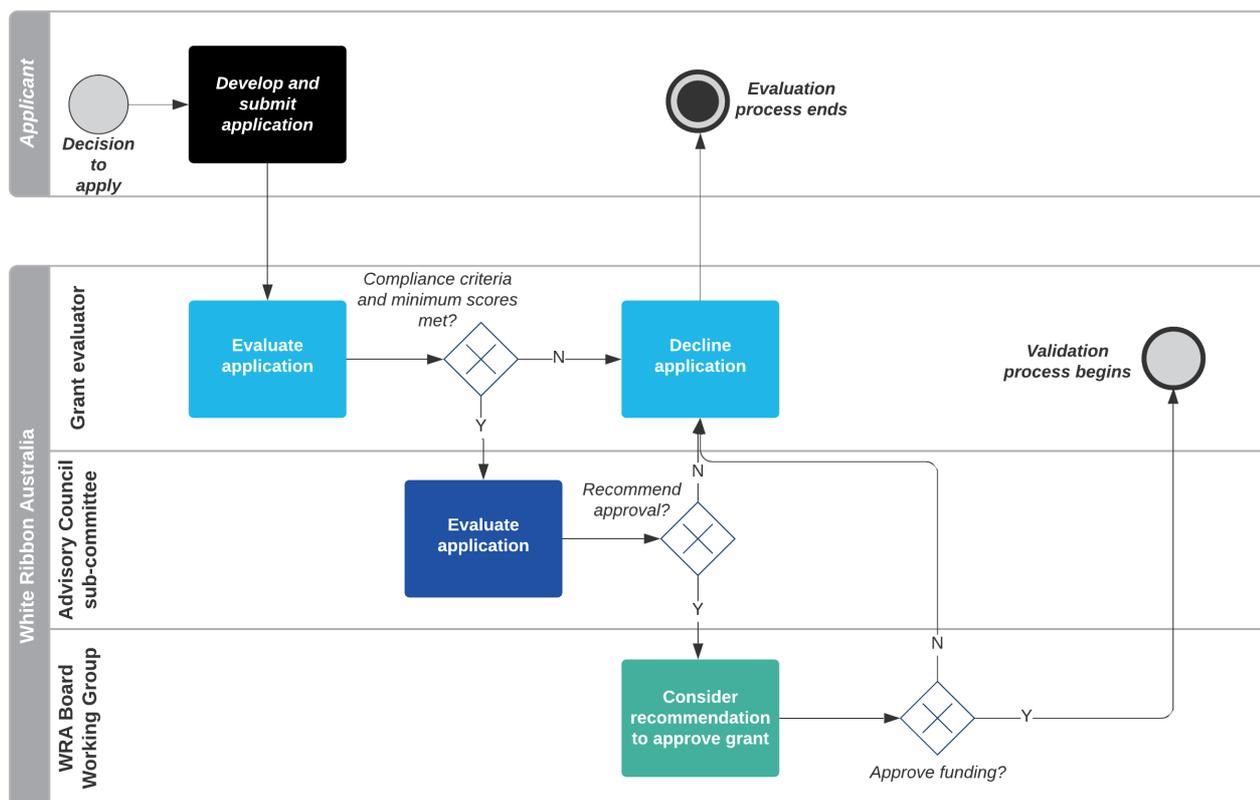Figure 1 shows our process for evaluating grant applications.

Figure 1: Evaluation process

Evaluating applications

The grant evaluator will assess each application that we receive and check that it meets the compliance criteria (shown in Table 2).

If the application meets the compliance criteria, the evaluator will score it against the evaluation criteria (shown in Table 1).

If, in the evaluator's view, the minimum scores have been met, they will pass the application to the Advisory Council sub-committee.

For applications that do not meet the compliance criteria or minimum scores, the evaluator will inform the applicant that the funding request has not been approved. The evaluator will provide clear feedback on what the applicant could do to strengthen their application and let them know that they are welcome to re-apply.

The Advisory Council sub-committee will evaluate applications it receives from assessment panel. The sub-committee will score applications using the same evaluation criteria (shown in Table 1).

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Evaluation criteria	Weighting	Minimum score required
How much of a positive impact the project can have in terms of advancing gender equality and preventing gendered violence	20%	3
How likely it is that the project aims will be achieved	20%	3
How likely it is that the funding will be used effectively and efficiently	20%	3
How clearly we can measure the outcomes	15%	3
How well the project will deliver a whole-of-community response	15%	3
How innovative is the idea	10%	3

Table 1: Evaluation criteria, weightings and minimum scores.

Approving applications

A trained group of White Ribbon Australia assessment panellists will make recommendations to the White Ribbon Australia sub-committee of the Board, who will decide on winning applicants.

Asking for additional information and clarification

To enable sound decision-making, grant evaluators on the planel, the Advisory Council sub-committee and the White Ribbon Australia Board Working Group can request additional information or ask clarifying questions at any point during the evaluation process.

General guidance for evaluating applications

Consider reputational risks for White Ribbon Australia

If there are any significant reputational risks for White Ribbon Australia associated with a project, these may reduce our ability to advance gender equality and prevent gendered violence.

If we cannot remove or reduce these risks to an acceptable level, you should award a low score (1 or 2) for the first evaluation criterion (how much of an impact the project can have in terms of advancing gender equality and preventing gendered violence).

Award scores based on how confident you are that each criterion will be met

The applicant's job is to give the evaluator confidence that the grant objectives will be achieved.

If they haven't provided a convincing response, or if there's missing information, you should award a suitably low score. We can then give the applicant feedback and ask for the information we would need to have more confidence in their proposed project.

Only award marks based on the written application

Don't be tempted to fill in any gaps with what you know or think about the applicant. If there is missing information that we need in order to make a robust and fair decision, ask the applicant to provide it.

Keep a brief record of the scores you awarded and why

Complete the Evaluation Form in Appendix A when evaluating applications. This helps with our internal processes and enables us to give useful feedback to applicants.

Appendix A – Evaluation Form

| Compliance criteria	Y / N
Did we receive the application by the deadline?	
Has every relevant section of the application form been completed?	
Is the applicant a suitable organisation? • an incorporated not-for-profit community organisation • a Local Government Authority • an unincorporated organisation or community group, applying through the auspice of an incorporated body or a local government authority	
Is the applicant organisation based in Australia?	
Is the requested amount $20,000 or less?	
Will the proposed activity be delivered in Australia?	
Are we reasonably confident that the proposed activity does not duplicate a similar existing activity?	

Table 2: Compliance criteria

How much of a positive impact the project can have in terms of advancing gender equality and preventing gendered violence

Minimum score needed: 3

Things to consider:

- How many people are likely to benefit directly?
- How many people are likely to benefit indirectly?
- Will the benefits be significant or transformational?
- Will the project be sustainable after this funding has been used?
- Are there potential negative impacts? For example, are there significant reputational risks for White Ribbon Australia? (If so, these may reduce our ability to advance gender equality and prevent gendered violence. If we cannot remove or reduce these risks to an acceptable level, you should award a low score (1 or 2).

Score from 1 (low) to 5 (high)	
Reasons for score	
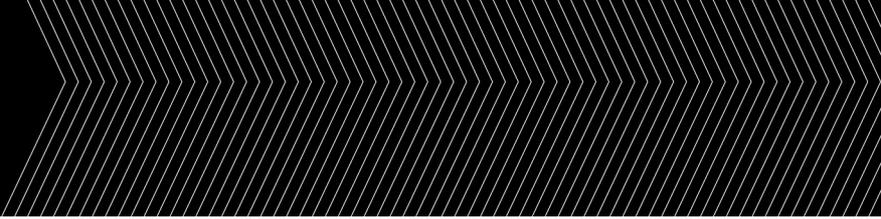
How likely it is that the project aims will be achieved

Minimum score needed: 3

Things to consider:

- Are the project aims clearly defined?
- Are the aims realistic?
- What risks or issues could prevent them from being achieved? How likely is it that the risks would occur? How effectively can the risks and issues be managed?

Score from 1 (low) to 5 (high)	
Reasons for score	

How likely it is that the funding will be used effectively and efficiently

Minimum score needed: 3

Things to consider:

- Is the funding request reasonable? (For example, are the costs clearly linked to project activities that are essential to delivering the project objectives?)
- Is the budget feasible?
- Have they identified ways to ensure value for money for the costs?

Score from 1 (low) to 5 (high)	
Reasons for score	

How clearly we can measure the outcomes

Minimum score needed: 3

Things to consider:

- Can we identify ways to measure outcomes objectively and with a reasonable level of certainty?

Score from 1 (low) to 5 (high)	
Reasons for score	

## How well the project will deliver a whole-of-community response

Minimum score needed: n/a

Things to consider:

- Will they consult effectively with existing programs, networks and stakeholders?
- Will they include target audiences in program design and assessment?
- Does the project duplicate existing services or prevention activities?

Score from 1 (low) to 5 (high)	
Reasons for score	
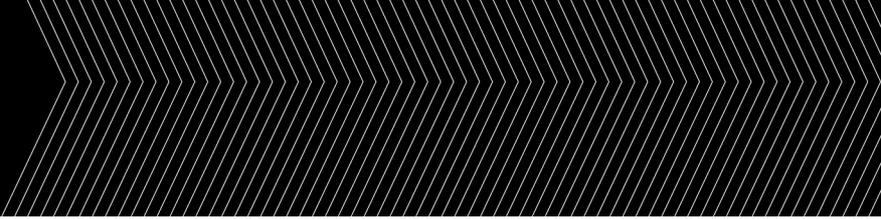
How innovative the idea is

Minimum score needed: n/a

Things to consider:

- Are there, or have there been, any similar projects delivered in this community?
- Have other communities tried similar projects? If so, is the proposed project different in meaningful ways?

Score from 1 (low) to 5 (high)	
Reasons for score	