

# **Empty to Energised Pilot Grant Scheme**

## **Appendix 3 - Assessment Matrix**

The Scheme has a limited budget, and grants will be awarded through a competitive process. Applications will be ranked in score order and awarded a grant until the available funding is utilised. It may not be able to fund all successful applications as there may be more applications than there is funding available. However, all eligible applications will be considered carefully and assessed.

A minimum pass rate of 50% must be achieved.

**Note:** In order to ensure that there is no duplication of applications, and to ensure a fair distribution of the grant, Council reserves the right to refuse any application that is deemed to be a duplication or directly aligned with another application.

### **Tie Break Criteria**

In instances where applicants achieve the same overall score and there is a tie break situation, the applicant with the highest % score in 'Need for the project' will be awarded the contract.

If the tie cannot be broken according to 'Need for the Project', it will be broken by the applicant which received the highest marks for the following questions, to be taken in order of priority, until the tie is broken:

#### **Order of Priority:**

1. Deliverability - Projects which demonstrate that they are being progressed with a clear project programme and can be delivered within the scheme's timescales.
2. Project costs - Projects which provide a detailed breakdown of estimated costs of capital works to be delivered. Providing full details on how costs are identified and supplier/contract details.
3. Contribution to streetscape - The works to vacant and/or derelict buildings are demonstrated to be of a standard that positively enhances the streetscape.

### **Empty to Energised Scheme Objectives.**

- Tackle prominent long-term vacant and/or derelict properties.
- Create buildings that are fit for purpose and ready to occupy.
- Bring vacant floor space back into use.
- Create potential to attract long-term tenants.
- Impact positively on the streetscape with high quality internal/external works.
- Contribute to the vibrancy of the city/town centre with a view to increase footfall in the area.
- Create new and local employment either directly or indirectly.
- Promote sustainability within the project.

**Applicant Reference Number:** \_\_\_\_\_

**Address of Property:** \_\_\_\_\_

**Stage 1 Assessment will be conducted in 2 parts:**

Part 1 - Basic Eligibility Assessment	Score Range	Score
<b>Application Submitted in full</b> Online application submitted in full.	PASS/FAIL	
<b>Vacancy Duration</b> Property must not have been occupied for a period of 12 months.	PASS/FAIL	
<b>Property Location</b> Property located in Bangor or Newtownards Scheme Boundary, site location map submitted.	PASS/FAIL	
<b>Current Condition</b> Current condition photographs submitted.	PASS/FAIL	
<b>Property Ownership</b> Applicant can evidence ownership.	PASS/FAIL	
<b>Match Funding</b> Proof of matched funding submitted.	PASS/FAIL	
<b>Project Detail and Objectives</b> Project description in detail and evidence that the project meets the scheme objectives.	PASS/FAIL	

**Assessment panel must be satisfied that the applicant meets the Basic Eligibility Assessment before progressing to Scored Assessment.**

Part 2 - Scored Assessment	Score Range	Score	Maximum Score	Additional Comments
<b>Need for the Project</b> Projects which demonstrate a strong market need and provide a clear explanation of why grant support is needed and the potential benefits to the local community will be prioritised.	<b>5 – Excellent</b> Response <b>4 – Good</b> Response <b>3 – Satisfactory</b> Response <b>2 – Poor</b> Information <b>1 – Unsatisfactory</b> Response		5	
<b>Route to Occupancy</b> Projects which clearly set out in their project plan how the proposed works will provide accommodation and be occupied by a tenant	<b>5 – Excellent</b> Response <b>4 – Good</b> Response <b>3 – Satisfactory</b> Response <b>2 – Poor</b> Information <b>1 – Unsatisfactory</b> Response		5	
<b>Contribution to Streetscape</b> The works to vacant and/or derelict buildings are demonstrated to be of a standard that positively enhances the streetscape	<b>5 – Excellent</b> Response <b>4 – Good</b> Response <b>3 – Satisfactory</b> Response <b>2 – Poor</b> Information <b>1 – Unsatisfactory</b> Response		5	

Project Costs and Deliverability Assessment	Score ratings	Score	Maximum score	Additional Comments
<b>Project Deliverability</b> Projects which demonstrate that they are being progressed with a clear project programme and can be delivered within the scheme's timescales.	<b>5 – Excellent</b> Response <b>4 – Good</b> Response <b>3 – Satisfactory</b> Response <b>2 – Poor</b> Information <b>1 – Unsatisfactory</b> Response		5	
<b>Project Costs</b> Projects which clearly provide a detailed breakdown of estimated costs of capital works to be delivered. Providing full details on how costs are identified and supplier/contract details.	<b>5 – Excellent</b> Response <b>4 – Good</b> Response <b>3 – Satisfactory</b> Response <b>2 – Poor</b> Information <b>1 – Unsatisfactory</b> Response		5	

Applicant Total Score	Rank Score	Progressing to Letter of Offer in Principle	Additional Comments