

**TEF Governance: Appendix 2 – Criteria and Decision Making Process**

**Project Name:** \_\_\_\_\_

Criteria	Principles	Score	Notes
1. Education (related to Environment and Ecology)	<ul style="list-style-type: none"> <li>• Provision of Information (Information Boards, etc.)</li> <li>• Education for all ages</li> <li>• Research</li> </ul>		
2. Environment (preserve, restore, improve)	<ul style="list-style-type: none"> <li>• Ecology / Biodiversity</li> <li>• Wildlife</li> <li>• Plants / Wild Flowers</li> <li>• Village / History</li> </ul>		
3. Access (to the Environment)	<ul style="list-style-type: none"> <li>• Development of Paths</li> <li>• Development of Community Areas</li> <li>• Encouraging people to access the environment</li> </ul>		
4. Community Involvement in the Project	<ul style="list-style-type: none"> <li>• Numbers involved / access to project</li> <li>• Intergenerational</li> <li>• Links to Village Groups</li> <li>• Community Spirit</li> </ul>		
5. Legacy (related to Education and the Environment)	<ul style="list-style-type: none"> <li>• Sustainability / long term benefit</li> <li>• Resources / Equipment for Community</li> <li>• Repeatable</li> <li>• Environmental awareness</li> <li>• Numbers who benefit from legacy</li> </ul>		
<b>Total</b>			

<u>Scoring:</u>	Not Applicable	- No alignment with criteria and principles	(0 points)	
	Low	- Limited alignment with criteria and principles	(1 point)	Low / Medium (2 points)
	Medium	- Reasonable alignment with criteria and principles	(3 points)	Medium / High (4 points)
	High	- Good alignment with criteria and principles	(5 points)	

### Steps:

1. Any project seeking funds needs to fill in a project form (more detail required for higher cost projects).
2. For projects less than £100 a project form still needs to be filled in and trustees need to agree it fits with the principles, but it doesn't need to be formally scored against the criteria – agreement can be either at a trustee meeting or by email
3. A trustee meeting should be arranged to discuss and agree scores for any project seeking £100 or more
4. All discussion about the project should be at the trustees meeting rather than by email in advance (other than comments from trustees who can't attend the meeting – these comments should be directed solely to the organiser of the meeting)
5. For individual projects, score the project against each of the criteria individually and then come to group agreement on scores.
  - a. **Score of <10 does not fit sufficiently with the aims of the fund, so would be rejected**
  - b. **Score of >15 fits well with aims of the fund so would be supported** (subject to 6 below)
  - c. **Score between 10 and 15 fits with some aims and it would be for trustees to decide if they support it or not**, which may depend on amount of money required and how well project fits generally with aims of the Environment Fund
  - d. **Any project needs to score more than 5 points in total against the Education, Environment and Access criteria to merit funding** (other projects may have high level of community involvement / legacy but would not fit with the main aims of the fund).
  - e. **Education cannot score N/A** – as this is the primary requirement from the Helensfield Trust
6. For high cost projects (>£1,000), it needs to be agreed that they merit this level of spend (against the total value of the fund of c.£16,000) – in terms of general alignment with the principles and overall level of community benefit. Evidence of seeking alternative sources for funding will also be taken into account. Where partial funding of a project is sought, trustees should take a view on how much of the project should be funded from the Environment Fund.
7. On completion of scoring, review scores and make sure that the outcome would make sense from a community view point (as far as possible)
8. For projects where consensus can't be reached by the trustees, this should be taken to a wider community discussion (e.g. a full TCT membership meeting or community meeting)