

PD Reference Number	
emda Project Owner	
SRC Appraisal Officer	
Date Application Received	
Date of Full Appraisal	



For emda use only **VERSION 3 January 2009**

## PROJECT APPLICATION & APPRAISAL FORM

Applicants should review the whole form prior to completion. Guidance can be found at the end of the form. Alternatively CTRL + Click on the question to be taken to the relevant section of the guidance

**Project Name**

### 1 PROJECT INFORMATION

**1.1 Applicant's Name**  
For An Internal emda Application to go out to tender this will be emda.

**1.2 Contact Name**  **1.3 Contact Address**

**1.4 Contact Tel No**

**1.5 Contact E-mail**

**1.6 What is the applicants legal status?**

Limited Company  Limited Company (not for profit)  Company Limited by Guarantee  Charitable Trust   
 Local Authority  Limited Liability Partnership (LLP)  Community Interest Company (CIC)  Other (please specify)

**Company Reg. No:**  **Charity Ref No:**  **VAT Reg. No:**

**1.7 Are any members of your organisation's personnel involved in the delivery of this project either previous employees of emda or directly related to an emda employee? If so, how and in what capacity?**

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**Does the data provided raise any issues, are there any potential conflicts of interest?**

**1.8 Project Location** – Where are the project beneficiaries located , or if a capital build project, where is the building located (see guidance on biodiversity sensitive areas), If the project is delivering a service from one address please advise of that address

**1.9 Area of Impact** – This is the expected location of the beneficiaries

Regional  Sub-Regional  County  District  For sub-regional, county or District, please specify which:

**Project Description**

**1.10 What will this project Do – Please be as specific and as concise as possible**

1.11 How will it do it?

Please note this description may be used in the project contract and could also be placed on the *emda* website for publicity purposes

**PROJECT OBJECTIVES** – Please Ensure these are SMART (Strategic, Measurable, Achievable, Realistic and Time bound)

1.12 What objectives / impacts is the project trying to achieve? (i.e. improved business survival rates, higher quality jobs, community development, waste reduction, carbon reduction etc)

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Comment on the project description and objectives. Are they clear and understandable? Are there any areas which cause you concern or which you feel need further development?

**Project Background - Need and Demand**

1.14 Why is the project needed? What is the specific problem your project is seeking to address? Please provide an outline of the evidence that exists to support that there is a need for this project e.g. details of any initial research , previous evaluations, works or feasibility studies which have already taken place

1.15 How have you established that there will be a demand for this project by your proposed beneficiaries? What research have you undertaken to come to these conclusions?

1.16 Why is *emda* support required? Are there any other organisations providing a similar solution?

1.17 If the market is not providing a solution please explain why you think this is and why public funding is required?

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Has the applicant provided sufficient evidence to support the need?

Has the applicant provided sufficient evidence to support the demand?

**2 EQUALITY IMPACT ASSESSMENT** – these questions are designed to explore the likely impact of the proposed project on under-represented groups. Please complete the following questions with regard to ethnicity, gender, disability and age. Please see guidance notes for supporting information

**2.1 Who are the intended beneficiaries of this project?**

**2.2 Who else does the project affect either positively or negatively?**

**2.3 What is the current situation in terms of under-represented groups and the geographical area /sector your project is targeting?**

**2.4 Given your answer to the above, have you identified any basis of need in terms of minority / under – represented groups?**

**2.5 Explain how your project will address this**

**2.6 Where relevant, please explain how the implications for delivering the project in rural areas, or in ways accessible to rural residents, been considered?**

**2.7 How are the beneficiaries involved in the project's development?**

**2.8 Why do you think this approach will address the needs of the target beneficiaries?**

**2.9 Please describe how the project has been designed to be accessible to all groups**

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Has the project developer identified the project beneficiaries?

Has data/ research been used to identify the current situation in terms of under- represented groups and any particular needs they may face?

