

# Regional Cultural Fund – assessment guidance for Round Two applicants

## Assessment criteria

## ETC below \$250K applicants must show:

## In addition ETC above \$250K must also show:

**1 Case for change:**  
Will the proposed project, on completion, achieve the RCF objectives and fulfil the identified need(s)?  
Will the proposed project, on completion deliver social and economic benefits?

- an immediate and continuing need for the proposed project deliverables (the case for change)
- the proposed project aligns with the Regional Cultural Fund’s priorities and objectives.
- alternative ways of meeting the need have been considered
- social and economic impacts of the project have been outlined and considered as contributing to the RCF objectives

- the scope, scale and requirements of the project have been properly identified and are realistic, clear and unambiguous.
- a comprehensive assessment and analysis of all reasonable, feasible alternative means of meeting the need.
- criteria for measuring the success of the project, and the benefits to be delivered have been defined, quantified and target dates assigned for achievement of benefits and successful project delivery.

**2 Capacity to deliver:**  
Have key activities required to ensure a successful project (resource, time, risk and process management) been addressed to the appropriate degree?

- roles, responsibilities and accountabilities have been allocated to project team members
- the proposed project schedule and milestones appear achievable and contingency allowances are justifiable.
- major risks have been identified, assessed and any actions to avoid or mitigate risks are considered.

- appropriate expertise for the project team has been identified and is available.
- project risks are visible at the appropriate level of management with responsibility for risk monitoring and management assigned to a suitable project team member.
- responsibility has been assigned for the management and reporting of benefits to be delivered by the proposal.
- capability and capacity to establish and manage the proposed project governance structure identified in the proposal

**3 Value for money:**  
Are there sufficient or appropriate resources allocated to deliver the project?  
Will the expenditure of these resources provide value for money?

- all costs throughout the life of the project have been identified, quantified (where possible), validated and included in the analysis.
- assumptions underlying the analysis are clearly articulated.
- the ongoing feasibility of the project has been considered and shown to be viable.
- a reasonable contingency management approach with sufficient contingency allowances to cover risk management strategies.
- project funding sources beyond the RCF are maximised

- appropriate analysis has been undertaken i.e. a financial and/or economic appraisal. The CBA supports the recommended option and the ongoing feasibility has been considered and is shown to be viable.
- analysis of a range of alternative options (including a realistic base case) has been undertaken. The alternatives are reasonable and offer a similar level of service delivery.
- expected benefits have been identified, quantified (where possible) and validated. They are considered realistic and most likely to be achieved in the specified timeframe.

**4 Engagement and reach:**  
Has the community support for the project been demonstrated?  
Are regional communities confident of enduring recreational and educational benefits?

- community support for the project
- that stakeholder views have been considered in developing the project
- key stakeholders have been identified, and their opinions reviewed and documented
- recreational and educational benefits for the community

- a strategy for managing stakeholder expectations and communications with stakeholders has been developed
- a strategy for measuring the extent to which the community agrees that recreational and educational benefits have been created

# Regional Cultural Fund – assessment guidance for Round Two applicants with ETC below \$250,000

## Assessment criteria

## ETC below \$250K applicants must show:

1

### Case for change

*Will the proposed project, on completion, achieve the RCF objectives and fulfil the identified need(s)?*

*Will the proposed project, on completion deliver social and economic benefits?*

- An immediate and continuing need for the proposed project deliverables (the case for change)
- The proposed project aligns with the Regional Cultural Fund's priorities and objectives.
- Alternative ways of meeting the need have been considered
- Social and economic impacts of the project have been outlined and considered as contributing to the RCF objectives

2

### Capacity to deliver

*Have key activities required to ensure a successful project (resource, time, risk and process management) been addressed to the appropriate degree?*

- Roles, responsibilities and accountabilities have been allocated to project team members
- The proposed project schedule and milestones appear achievable and contingency allowances are justifiable.
- Major risks have been identified, assessed and any actions to avoid or mitigate risks are considered.

3

### Value for money

*Are there sufficient or appropriate resources allocated to deliver the project?*

*Will the expenditure of these resources provide value for money?*

- All costs throughout the life of the project have been identified, quantified (where possible), validated and included in the analysis.
- Assumptions underlying the analysis are clearly articulated.
- The ongoing feasibility of the project has been considered and shown to be viable.
- A reasonable contingency management approach with sufficient contingency allowances to cover risk management strategies.
- Project funding sources beyond the RCF are maximised

4

### Engagement and reach

*Has the community support for the project been demonstrated?*

*Are regional communities confident of enduring recreational and educational benefits?*

- Community support for the project
- That stakeholder views have been considered in developing the project
- Key stakeholders have been identified, and their opinions reviewed and documented
- Recreational and educational benefits for the community

# Regional Cultural Fund – assessment guidance for Round Two applicants with ETC above \$250,000

## Assessment criteria

1

### Case for change

*Will the proposed project, on completion, achieve the RCF objectives and fulfil the identified need(s)?*

*Will the proposed project, on completion deliver social and economic benefits?*

2

### Capacity to deliver

*Have key activities required to ensure a successful project (resource, time, risk and process management) been addressed to the appropriate degree?*

3

### Value for money

*Are there sufficient or appropriate resources allocated to deliver the project?*

*Will the expenditure of these resources provide value for money?*

4

### Engagement and reach

*Has the community support for the project been demonstrated?*

*Are regional communities are confident of enduring recreational and educational benefits?*

## ETC above \$250K applicants must show:

- An immediate and continuing need for the proposed project deliverables (the case for change)
- The proposed project aligns with the Regional Cultural Fund's priorities and objectives.
- Alternative ways of meeting the need have been considered
- Social and economic impacts of the project have been outlined and considered as contributing to the RCF objectives
- The scope, scale and requirements of the project have been properly identified and are realistic, clear and unambiguous.
- A comprehensive assessment and analysis of all reasonable, feasible alternative means of meeting the need.
- Criteria for measuring the success of the project, and the benefits to be delivered have been defined, quantified and target dates assigned for achievement of benefits and successful project delivery.
- Roles, responsibilities and accountabilities have been allocated to project team members
- The proposed project schedule and milestones appear achievable and contingency allowances are justifiable.
- Major risks have been identified, assessed and any actions to avoid or mitigate risks are considered.
- Appropriate expertise for the project team has been identified and is available.
- Project risks are visible at the appropriate level of management with responsibility for risk monitoring and management assigned to a suitable project team member.
- Responsibility has been assigned for the management and reporting of benefits to be delivered by the proposal.
- Capability and capacity to establish and manage the proposed project governance structure identified in the proposal
- All project costs have been identified, quantified (where possible), validated and included in the analysis.
- Assumptions underlying the analysis are clearly articulated.
- The ongoing feasibility of the project has been considered and shown to be viable.
- A reasonable contingency management approach with sufficient contingency allowances to cover risk management strategies
- Project funding sources beyond the RCF are maximised
- Appropriate analysis has been undertaken i.e. a financial and/or economic appraisal. The CBA supports the recommended option and the ongoing feasibility has been considered and is shown to be viable.
- Analysis of a range of alternative options (including a realistic base case) has been undertaken. The alternatives are reasonable and offer a similar level of service delivery.
- Expected benefits have been identified, quantified (where possible) and validated. They are considered realistic and most likely to be achieved in the specified timeframe.
- Community support for the project
- That stakeholder views have been considered in developing the project
- Key stakeholders have been identified, and their opinions reviewed and documented
- Recreational and educational benefits for the community
- A strategy for managing stakeholder expectations and communications with stakeholders has been developed
- A strategy for measuring the extent to which the community agrees that recreational and educational benefits have been created