

**Victims Fund
Evaluation Framework**

Evaluation Procedure

Should a proposal to the Victims Fund be admissible, eligible and compliant (see below), it will arrive to subject matter experts (SMEs) to be evaluated it on its merits. Each full proposal will be evaluated by a minimum of two SMEs from the Office of the Police and Crime Commissioner.

Individual evaluation

OPCC SMEs will score each proposal individually. They will give a score for each criterion following the scoring and weighting system laid out below, including explanatory comments. These individual reports form the basis of the further evaluation.

Moderation session

After carrying out an individual evaluation, an SME will join other SMEs who have evaluated the same proposal in a moderation session to agree on a common position. The moderation session will;

- seek consensus and impartiality
- ensure that each proposal is evaluated fairly, according to the evaluation criteria

Panel review

All proposals will be considered by an assessment panel consisting of the Deputy Police and Crime Commissioner, the Victims Advocate and the Chief Finance Officer as well as an officer from the OPCC. The panel will consider the information supplied in the proposal and how well the project meets the criteria as set out below.

The assessment panel will consider the moderated scores and recommend a shortlist, this shortlist will then be submitted to the Police and Crime Commissioner for consideration. The Commissioners decision is final.

If there are insufficient funds to award grants to all proposals that achieve a qualifying score (see below for further detail on qualifying scores) in the evaluation, the review panel will:

- review the scores and comments for all proposals to check for consistency across the evaluations

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- consider proposals both geographically and thematically to ensure there is a fair and consistent spread of projects across the West Midlands region
- should the OPCC find that it is already funding very similar work elsewhere proposals will not be offered funding

Final rankings

The panel produces a ranked list of proposals made up of the top 10 above the qualifying score, the number of proposals in this ranked list may differ and is dependent on the available budget.

Reserve list

If the available budget is too small to fund all proposals that reached the qualifying score in the evaluation round, some proposals will be put on a reserve list, of proposals that may be offered funding if a higher-scoring project does not go ahead or additional funds become available.

When a proposal is placed on the reserve list, the applying organisation is informed. The OPCC will specify a date after which grant agreement is unlikely to be offered.

Rejection decisions

The OPCC will notify organisations if their proposal has been rejected on one or more of the following grounds:

- it is found to be ineligible (before or during the evaluation)
- it falls short of the relevant thresholds
- it is too far down the ranking list to qualify for the limited amount of funding available
- it raises safety and security concerns.

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A proposal is admissible if it:

- is submitted before the deadline
- is complete and accompanied by all relevant supporting documents specified
- is readable, accessible and printable

A proposal is eligible if it is:

In order to comply with the requirement in the Victims Code and [Victims' Directive](#), services commissioned by the Police and Crime Commissioner are only eligible if they are:

- delivering direct support to the victim
- in line with the Police and Crime Commissioners priorities
- Free of charge
- Confidential
- Non-discriminatory (including being available to all regardless of residence status, nationality or citizenship)
- Available whether or not a crime has been reported to the police
- Available before, during and for an appropriate time after any investigation or criminal proceedings

A proposal is compliant if it can evidence:

- Redacted bank statements
- 12-month accounts from the last financial year or if this is not available a business plan
- Data protection policy (updated to reflect GDPR)
- Child Protection Policy
- Vulnerable Adults Policy
- Equality and Diversity Policy
- Anti-Racist Policy

Any application which fails to meet either the qualifying score, compliance, admissibility or eligibility criteria will be rejected.

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Evaluation Criteria

		Unweighted score 0-5 (Max 90)	Weighting (100%)	Weighted score
	Worked example			
	Explain your response to XYZ	4	10%	0.4
1	<i>Application questions</i>		40%	
	Description of project		5%	
	Evidence of need		10%	
	Accessibility		2.5%	
	Equality considerations		2.5%	
	Consultation		5%	
	Outcomes		10%	
	Monitoring		5%	
2	<i>Technical capacity</i>		10%	
	Proven expertise in service provision		5%	
	Proven experience in managing grants		5%	
3	<i>Relevance of project</i>		40%	
	Relevance of proposal to the priorities of the call for grant application		10%	
	Relevance of project to the need of the target groups		10%	
	Understanding of the issues and the problem analysis		5%	
	Clarity of methodology and project objectives		5%	
	Clarity of work plan and specific project activities		5%	
	Partnership and networking		5%	
4	<i>Financial Forecast</i>		10%	
	Clear and justified		2.5%	
	Value for money		2.5%	
	Evidence of financial eligibility		5%	
	Total			

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SMEs score each award criterion on a scale from 0 to 5 (half point scores may be given):

- **0** - Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information
- **1 Poor** – criterion is inadequately addressed or there are serious inherent weaknesses
- **2 Fair** – proposal broadly addresses the criterion, but there are significant weaknesses
- **3 Good** – proposal addresses the criterion well, but a number of shortcomings are present
- **4 Very good** – proposal addresses the criterion very well, but a small number of shortcomings are present
- **5 Excellent** – proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

A qualifying score is the minimum scoring threshold required. The minimum threshold for the Victims Fund is set at an unweighted score of 60.