

Applicant Guidance Notes for Grant Assessment

The following information will be used by the Trustees to assess and score all applications.

This is an aid to the decision making process and does not define the outcome of the assessment or guarantee a grant will be made.

Purpose of the Grant Programme:

The Scottish Judo Trust exists to increase participation in judo across Scotland, particularly amongst people and communities who face barriers to participation.

Trustees will assess each application against the published grant criteria and consider how effectively the proposed project will support the Trust's charitable purpose.

The assessment process is intended to support consistent and transparent decision-making. Scores will inform Trustee discussions but will not replace Trustee judgement.

Assessment Process

Stage 1: Eligibility

Before scoring an application, Trustees will confirm that it meets the published eligibility requirements.

Applications must:

- Be for activity taking place in Scotland.
- Be submitted by an eligible applicant.
- Include club endorsement where the applicant is an individual.
- Request funding within the permitted grant range.
- Demonstrate a clear connection to increasing participation in judo.
- Provide sufficient information to allow assessment.
- Applications that fail eligibility criteria will normally not proceed to scoring.

Stage 2: Scoring

Each application will be scored against five assessment criteria.

Trustees will consider the information provided within the application and award a score up to the maximum available for each criterion.

Participation Impact

Consider:

How many people will be introduced to judo?

Will participation increase as a result of the project?

Will the project help retain existing participants?

Is the anticipated impact realistic and achievable?

Score Guide	Interpretation
0	Very limited impact
1	Some evidence of increased participation
2	Strong participation impact
3	Exceptional and well evidenced impact

Inclusion and Priority Groups

Consider:

Does the project target one or more priority groups?

Does it remove barriers to participation?

Is the activity welcoming and accessible?

Does the approach reflect the needs of the target audience?

Score Guide	Interpretation
0	Limited inclusion focus
1	Some engagement with priority groups
2	Strong inclusive approach
3	Outstanding commitment to inclusion

Evidence of Need

Consider:

Has the applicant demonstrated demand?

Is there evidence of an unmet need or opportunity?

Have local circumstances been clearly explained?

Does the application provide supporting information, feedback or experience?

Score Guide	Interpretation
0	Little evidence provided
1	Some evidence provided
2	Good evidence of need
3	Strong and compelling evidence

Sustainability and Legacy

Consider:

Will benefits continue beyond the grant period?

Does the project build local capacity?

Will participants remain engaged in judo?

Are new partnerships or opportunities being created?

Score Guide	Interpretation
0	Limited ongoing impact
1	Some continuing benefit
2	Strong sustainability
3	Excellent long-term impact

Value for Money and Deliverability

Consider:

Is the budget realistic?

Is the funding request proportionate to the expected outcomes?

Does the applicant appear capable of delivering the project?

Are risks appropriately managed?

Score Guide	Interpretation
0	Significant concerns
1	Some concerns
2	Good value and deliverability
3	Excellent value and highly deliverable

Trustee Discretion

Trustees retain full discretion when making grant awards.

A lower-scoring application may be funded where Trustees believe it:

- Reaches an underserved community.
- Supports a priority group particularly well.
- Addresses a strategic opportunity aligned with the Trust's purpose.
- Helps achieve a balanced geographic spread of funding across Scotland.

Similarly, Trustees may decide not to support a high-scoring application if there are concerns regarding delivery, governance, safeguarding or value for money.

Record Keeping

Trustees will ensure that:

- Scores are recorded within the assessment workbook.
- Significant observations are captured within the comments section.
- Funding decisions are formally recorded in the meeting minutes.
- Any conditions attached to a grant are clearly documented.

The objective is to ensure that decisions are fair, transparent, proportionate, and aligned with the charitable objectives of the Scottish Judo Trust.