

Application Form Assessment Criteria

	<u>Green</u>	<u>Red</u>
Internet		
Set up cost	£0-£300	£300+
Monthly cost	£0-£25	£25
Computer		
Cost	£0-£350	£350+
Software		
Cost	£0-£200	£200+
Scanning		
Cost	£0-£100	£100+
Website		
Website - Set up costs	£0-£500	£500+
Website - Monthly costs	£0-£25	£25
Training		
Cost	£0-£400	£400+
Staffing		
Set up costs		
Hours	50	50+ hours
Hourly rate (Gross)	£0-£15	£15 +
Monthly costs - for months up to and including March 2018		
Hours	3 Hours per month	3+ hours
Hourly rate (Gross)	£0-£15	£15+
Additional costs	£50 for peripherals	Additional line items: data back up or transefer, data storage devices, anti-virus software, projectors, voice recorders, video cameras, additional computers & tripods.

Green: All criteria in the application are within the guidelines

Red: These applications will need individual consideration by the board. They may contain high costings or additional hardware not covered by the Transparency Fund.