**Smokefree 2025 Innovation Grant Application Evaluations**

**Evaluation criteria**

Applications will be evaluated, by the panel(s), on their merits using the following evaluation criteria and weightings:

| **Criteria** | **Weighting** |
| --- | --- |
| **Providing innovative solutions** | **30%** |
| * Demonstrates an innovative approach, that is different to what is currently available, to encouraging and guiding priority populations to stop smoking services. |  |
| **Delivering community-led support** | **30%** |
| * Demonstrates how this initiative has community in the leadership role and details why their community group/organisation is best placed to deliver support to more people to quit smoking. |  |
| **Reducing inequities for priority populations** | **30%** |
| * Focuses on reducing inequities for priority populations with higher rates of smoking, such as Māori, Pacific peoples, adults with disabilities, and people experiencing mental health and addiction issues. * Describes how the initiative will be developed and implemented to meet the needs and positively impact the intended priority population. |  |
| **Capability and capacity to deliver** | **10%** |
| * Details how the applicants intend to communicate with the intended audience, timeframes for implementation and workforce capacity to deliver from the beginning of March 2024. |  |
| **Total weightings** | **100%** |

**Rating scale**

The panels will use the following rating scale to evaluate applicants’ responses against the evaluation criteria:

|  |  |  |
| --- | --- | --- |
| **Rating** | **Definition** | **Score** |
| EXCELLENT | **Exceeds the requirement:** Exceptional demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the goods / services. The Proposal identifies factors that will offer potential added value, with evidence to support the response. | 5 |
| **GOOD** | **Satisfies the requirement** Minor additional benefits. Above average demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the goods / services. The Proposal identifies factors that will offer potential added value, with evidence to support the response. | **4** |
| **ACCEPTABLE** | Satisfies the requirement. Demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with evidence to support the response. | **3** |
| **RESERVATIONS** | Satisfies the requirement with minor reservations. Some minor reservations of the Respondent’s relevant ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no evidence to support the response. | **2** |
| **SERIOUS RESERVATIONS** | Satisfies the requirement with major reservations. Considerable reservations of the Respondent’s relevant ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no evidence to support the response. | **1** |
| **UNACCEPTABLE** | Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Respondent has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no evidence to support the response. | **0** |

**Evaluation Process**

**Initial Evaluation**

Completed applications submitted prior to the 24th of November 2023 will be submitted for evaluation.

If we receive more than 40 applications, an initial evaluation process will be completed to shortlist submitted applications for full evaluation.

The Initial Evaluation Panel will consist of up to three people from both Te Aka Whai Ora and Te Whatu Ora. These people will be different people to those on the evaluation Panel detailed below. The aim of this group will be to initially assess all submitted applications against the weighted evaluation criteria:

* Providing innovative solutions,
* Delivering community-led support,
* Reducing inequities for priority populations, and
* Capability and capacity to deliver.

The panel will meet to consider all applications, evaluate them together and reach consensus weighted scores (using the rating scale) against each of the criteria for all applications.  Once all applications have been scored, the applications will be ranked in order of scoring and the top 40 scoring applications will be submitted to the evaluation panel for full evaluation. Note the Initial Evaluation Panel reserves the right to submit additional applications for full evaluation if they score well (over 50%) against the evaluation criteria, and/or the Panel consider there may still be funding available in the funding envelope and/or the Initial Evaluation Panel believes the applications demonstrate value for money (and this will include consideration of overall geographic coverage by all recommended initiatives combined) and should be considered by the Evaluation Panel.

**Full Evaluation**

A cross-functional team will be involved in the evaluation of grant applications and recommending preferred recipients.

The Full Evaluation Panel members will consist of representatives from:

* The Smokefree Taskforce
* The Pacific Assurance Group
* Te Aka Whai Ora
* Te Whatu Ora

Using the Rating Scale, Full Evaluation Panel members will individually evaluate each application on its own merit against the weighted criteria and not in comparison to another submission. They will score application responses from 0 – 5 based on the criteria requirements. Once all panel members have individually scored the applications they will meet to discuss the outcomes and seek to arrive at a consensus view on which applications will be approved to receive funding. Funding requested is not an evaluation criteria but will be considered by the Panel when determining overall value for money.

Final scores will assist the Panel in deciding the successful applications, but ultimately the decision will be based on which initiatives the panel consider will provide the best overall public value and this will include consideration of overall geographic coverage by all recommended initiatives combined.