

**Subject:** Community Innovation Fund - Project information and feedback request  
**Attachments:** CIF Panel \_ personalised score sheet example.xlsx

Dear Councillor X

Please see attached score sheet (which provides links to live project information) and a pitch document for your one assigned project to review ahead of the Community Innovation Fund assessment panels scheduled w/c 7 October.

In total 8 new projects will be considered during the October panel session. For ease, panel members have been assigned one project each to score in advance – please refer to your personalised tab at the bottom of the spreadsheet to view your assigned project.

Please score your assigned project and email your completed spreadsheet to Jane and myself by 12noon on Wednesday 2 October. Your response will enable us to transfer this information across to a master scoresheet ahead of the assessment panel.

You'll notice all panel member tabs have been shared – this is to enable you to familiarise yourself with all 8 new projects. However, you are asked to only score your one assigned project please.

What happens next? During the assessment panels each proposed project score will be shared, this will be followed by group discussion and then final scoring.

If you have any questions, please do not hesitate to get in touch with Jane Makin (CWC Project Lead).

Many thanks

Selina

*Sent on behalf of*

**Jane Makin**

*Senior Manager, Communities and Engagement. Chester.*

**Cheshire West and Chester Council**

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