Scoring Criteria

1) Organizational Information and Capacity: Does the applicant have the right amount of staff to carry out the grant, and if not, is that addressed in the application? Does the applicant have a history of completing projects that fit their mission.

   0 = Organizational information and capacity not described
   1 = Some expression of organization's purpose, but actions no clearly linked to mission
   2 = Clear expression of organization's purpose, but actions mostly linked to mission
   3 = Clear expression of organization's purpose and all actions driven by mission and vision

2) Does the project have a timeline?

   0 = No timeline is defined
   1 = A loose timeline is given, but not well defined
   2 = A timeline is defined and described with some unknowns
   3 = The timeline is well thought out and ready to start and be completed within the grant
       timeframe

3) Does the project description meet the Statement of Need?

   0 = Project does not meet or address Statement of Need
   2 = Project lacks clarity and somewhat meets the Statement of Need
   4 = Project meets the Statement of Need, but needs more clarification in the project
       description
   6 = Project meets the Statement of Need and provides a clear project description

4) Is the project budget cost-effective and provides a clear budget table and narrative that explains each budget category.

   0 = No budget table or narrative is given
   2 = A budget table is given, but categories are unclear or not described in the budget narrative
   4 = A detailed budget is given, with clear categories, but the narrative is lacking, and the
       project is not characterized as cost-effective.
   6 = A detailed budget table is provided, and the narrative explains each category clearly. The
       project budget reflects the most economically efficient way to meet project objectives.

5) Match funding is provided and clearly described. (Match funding is not required, but projects that provide some will receive extra points.)

   0 = No match funding is provided or noted
   1 = Project provides 0% - 33% match
   2 = Project provides 34% - 66% match
   3 = Project provides 67% - 100% match

6) Has the applicant been compliant and shown successful delivery of past grants?

    0 = Applicant was unable to complete a grant, was uncommunicative to requests, or incurred several extensions due to poor project management
    1 = Applicant was able to complete past grant(s), but needed an extension(s)
    2 = New Applicant (never <u>received</u> a small grant in the past, but may have previously applied)
    3 = Applicant delivered a successful grant and submitted all reports and payment requests on time, no extensions needed.

7) Project has measurable goals and an evaluation method of the outcomes.

    0 = No project goals or evaluation method is described
    2 = Weak goals are described, but no evaluation method is provided
    4 = Clear goals are described and a baseline measurement is provided, but no evaluation for outcomes is given
    6 = Clear measurable goals and an independent evaluation method for outcomes is described

Maximum score available = 30

This scoring sheet will be used as a tool to evaluate the applications, but final decision on awards ultimately rests with the Trust Board.