SMALL GRANT PROGRAM

2026 Scoring Questions

1) Is there a clear and compelling project description with an impactful purpose, indicating clear deliverables and a target audience and message.

   0 = No project description is provided
   5 = Information is provided but is vague and the purpose of the grant or activities are unclear.
   10 = Provides a comprehensive description of the project but lacks a clear description of deliverables, target audience, and/or audience message.
   15 = Project is compelling with an impactful purpose, containing clear deliverables and indicating the target audience and message.

2) Does the project have a timeline and milestones that are well-defined? If applicable, does it describe a connection to an ongoing or foundational program?

   0 = No timeline, project type or milestones are defined.
   1 = A loose timeline or milestones are provided, and if applicable, how it is related to other phases of a project, but they are not well defined.
   2 = A timeline and milestones are defined but with some unknowns.
   3 = The timeline is well thought out and ready for implementation within the grant timeframe. Specific milestones are named. Connections to other phases of the project are clearly explained.

3) Does the project meet the Trust's Small Grant Program Statement of Need?

   0 = Project does not meet or address Statement of Need.
   3 = Project address but does not clearly fulfill the Statement of Need.
   6 = Project largely meets the Statement of Need, but some elements are missing or lack clarification.
   9 = Project clearly meets the Statement of Need and aligns well with the Trust's mission and/or strategic plan.

4) Organizational Background 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 background, mission, and capacity not described
   1 = Organization's background is provided but no organizational mission and/or capacity is described.
   2 = Well described organization information and mission, but capacity to deliver the project lacking or description is absent.
   3 = Clear expression of organization's purpose and the project fits their mission, including a well-described capacity to deliver the project.

5) Project has measurable goals and an evaluation method for the outcomes.

    0 = No project goals or evaluation method is described
    1 = Weak goals are described; no evaluation method is provided
    2 = Clear goals are described. A baseline measurement or strong evaluation of outcomes is provided, but not both.
    3 = Clear measurable goals and an independent evaluation method for outcomes are described

6) Is the project budget cost-effective, providing 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/or 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.

7) 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 1% - 33% match
    2 = Project provides 34% - 66% match
    3 = Project provides 67% - 100% match

8) 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 received 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

Maximum score available = 45