



Grant Application Evaluation and Scoring Matrix

- 1) A) **35 % of Total Application** Council and City priorities (the specific “Pillars” described in the Strategic Plan)
- i) **Each Pillar** addressed through the organization’s primary mission/objectives scores **1-5pts.**, based on how clearly the objective is linked to the pillar mentioned and ability to measure.

(automatic Pass/Fail = 5 pts at least in this section to be considered for grant)

Max Pts = 25 (all pillars met with strong links to each by the organization’s objective)

- B) **20 % of Total Application** Need the Organization is Fulfilling/Impact

- All measurements and outcomes that can be objectively reported on (Social Return on Investment). More weight should be given to measurements that can be strongly linked to, or directly correlated to the outcomes that are given, as well as the number of measurements given in total.
- Extra consideration for any specific “Action Items” listed within the “Pillars” in the Strategic Plan.

Evaluated on a scale of 1-5

Max Pts = 5

- C) **5 % of Total Application** Innovation/Enhancement of Service Sustainability Viability (Only Applies to New or Enhanced Services – identified through the application process. If the applicant is a previously existing service then this is to be scored as zero pts, and the points will instead be rated under the financial sustainability section of the matrix).

- Points given based on the description of what the organization describes they are doing to innovate or enhance an existing service as well as;
- How the applicant answer 5 (g)- In what ways does your organization have the qualifications, experience and stability to undertake the work program?

Evaluated on a scale of 1-5

Max Pts = 5

2) **35 % of Total Application: Financial Information and Analysis.**

ii) Evaluated based on following criteria (pts and scale to be determined by Finance [Gregg] but financial sustainability for existing services must equate to 14.2% of the total at the maximum of scale value in order to equate to the same point value opportunity for new and enhanced services under 1 c above):

- **Financial Need (60%) (1-5 Scale in total)**
 - It is demonstrated that funds are actually required
 - Letters of Confirmation
- **Financial Analysis (40%) (1-5 Scale in total)**
 - All financials that are required are delivered with the application
 - Surpluses, Reserves and Special funds are taken into consideration
 - Financial records if needed
 - Letters of confirmation
 - Sustainability (1.75pt – only for Existing Service/organization)
 - **Assuming “Overall Financial Sustainability” is scored within this portion it would have to account for 35% of the total maximum scale points.**

Max Pts = 5

10 % of Total Application: Partnerships/Collaboration

- Evaluated based on the number and strength of partnerships listed in the application as well as the lack of duplication of services with or organizations.

Evaluated on a scale of 1-5

Max Pts = 5

Other Notes:

- It is recommended that a minimum overall score be used in order to receive funding. The score can be determined once the scoring model is made and examples are used using past year's applications as examples.
- When rating/evaluating the applications a committee should be used, with different members evaluating the different unique sections and then adding the scores together:
 - a. Finance evaluates Financial info/analysis
 - b. Council Priorities evaluated by separate member
 - c. Cooperation partnerships evaluated separately
 - d. Etc
 - i. Then combine all scores and meet to discuss (similar to with RFP scoring process)