

## GRANT EVALUATION & SITE VISIT EVALUATION

Rate each statement 1, 3 or 5: **(1 = Weak 3 = Adequate 5 = Strong)** An evaluation should be completed online as you read each application. **Committee members** should complete items A-N of this evaluation for each applicant and record scores on the Grant Summaries Sheet (or print out the online evaluation) and bring it to the meeting for the site visit report. **Site visit attendees** should also complete this evaluation as a group after the site visit. (85 total possible points)

### Strength of the Organization: (25 maximum points)

- A. \_\_\_\_ The organization's history demonstrates its positive impact on the community.
- B. \_\_\_\_ The organization's current programs and activities clearly provide a benefit to the community.
- C. \_\_\_\_ The organization has qualified leadership and adequate resources.
- D. \_\_\_\_ The Board of Directors is diverse, actively supportive and well qualified to serve the organization.
- E. \_\_\_\_ Financial documents reflect a fiscally responsible organization that can manage a grant of \$100,000+.

### Strength of the Proposed Project: (30 maximum points)

- F. \_\_\_\_ The proposed project is in keeping with the organization's mission.
- G. \_\_\_\_ The organization demonstrates the community's need and its ability to address it.
- H. \_\_\_\_ The project budget is reasonable and clearly details the use of the funds (and if additional funds are required to complete the project there is a reasonable plan to acquire them).
- I. \_\_\_\_ The supporting documents including cost estimates clearly support the project and can be verified.
- J. \_\_\_\_ The project can be completed within the stated timeframe and has a clear evaluation and sustainability plan.
- K. \_\_\_\_ The proposed project is in keeping with the chosen Focus Area.

### Impact of the Proposed Project: (15 maximum points)

- L. \_\_\_\_ The project will address a significant unmet or underserved need in the community.
- M. \_\_\_\_ The project serves a significant number of people either directly or indirectly.
- N. \_\_\_\_ The project will have a long-term impact on the community.

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### Impact of the Site Visit: (15 maximum points)

- O. \_\_\_\_ The applicant provided a complete and clear understanding of the project.
- P. \_\_\_\_ Overall impression of the organization after the site visit.
- Q. \_\_\_\_ Overall impression of the project after the site visit.

**Site visit attendees:** Please come away from the site visit with an understanding of the organization, the proposed project, and its overall impact. (Evaluation topics above are not intended to be asked word for word.) Please review your own notes, and questions you posed when you were reading the application and preparing your individual grant proposal evaluation. Site visit reporter should give her report, using the Site Visit Recap Report Form, to the Focus Area Committee based upon the attendee's ratings. After giving the report, please turn in the Site Visit Recap Report Form to your Focus Committee Chair/Co-Chair or complete it online and email it to them.

Date: \_\_\_\_\_ Agency: \_\_\_\_\_ Project Title: \_\_\_\_\_  
 Site Visit Attendees: \_\_\_\_\_

We met with the organization's representatives (Title/Position) as follows: \_\_\_\_\_

Please indicate any areas where site visit members disagreed on ratings and what was learned that wasn't covered in the grant application (use reverse side if necessary): \_\_\_\_\_