

## GRANT EVALUATION & SITE VISIT EVALUATION INSTRUCTIONS

Each grant should be evaluated either by using the online application review form or through the use of this form. You can make copies of this form or access the fillable PDF at the IMPACT 100 website.

Rate each statement 1, 3 or 5: **(1=Weak, 3 = Adequate, 5 = Strong)**.

**Scoring: Maximum possible score before site visit is 80. Maximum possible score after site visit is 100.**

**Committee members** should complete items A-P for each applicant and record scores on the Grant Summaries Sheet. The evaluation should be brought to all committee meetings, site visits, and the pre and post site visit meetings.

After the site visit, **site visit attendees** should complete a new evaluation form as a group in preparation for the committee report.

## GRANT EVALUATION & SITE VISIT EVALUATION FORM

### **Strength of the Organization:** (30 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.
- D.  The organization has adequate resources.
- E.  The Board of Directors is diverse, actively supportive, and well qualified to serve the organization.
- F.  Financial documents reflect a fiscally responsible organization that can manage a grant of \$100,000+.

### **Strength of the Proposed Project:** (35 maximum points)

- G  The proposed project is in keeping with the organization's mission.
- H.  The organization demonstrates the community's need and its ability to address it.
- I.  The project budget is reasonable.
- J.  The project clearly details the use of the funds. Project totals that exceed the IMPACT grant amount clearly show the ability to fund the total project in the revenue budget.
- K.  The supporting documents, including cost estimates, clearly support the project and can be verified.
- L.  The project can be completed in the stated timeframe and has a clear evaluation plan.
- M.  The project has a well-defined sustainability plan.

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

- N.  The project is transformational. It solves a problem, satisfies a need, and/or creates an opportunity for strategic change.
- O.  The project serves a significant number of people either directly or indirectly.
- P.  The project will have a long-term impact on the community.

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**Score** – maximum score possible prior to site visit is 80.

### **Impact of the Site Visit:** (20 maximum points)

- Q.  The applicant provided a clear understanding of the project.
- R.  The applicant was well prepared to answer questions related to the project.
- S.  Overall impression of the organization after the site visit.
- T.  Overall impression of the project after the site visit.

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**Final Score** – maximum score possible including site visit is 100.

## **SITE VISIT INFORMATION**

**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 notes and questions you posed when reading the application and preparing your individual grant proposal evaluation.

This form should be completed by the site visit team collectively. The site visit reporter should then deliver her report using both this form and the Site Visit Recap Report Form. Please submit both forms to your Focus Committee Chair/Co-Chair after the report is given.

Date: \_\_\_\_\_ Nonprofit Organization: \_\_\_\_\_

Project Title: \_\_\_\_\_

Site Visit Attendees: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

What was learned that wasn't covered in the grant application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate any areas where site visit members disagreed on ratings:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_