

## GRANT & SITE VISIT EVALUATION INSTRUCTIONS

**Committee members** are to read and evaluate each grant in their committee. To evaluate the grant application, use the Community Force online application review form or this form (hardcopy or digital versions). Committee chairs will email this form to committee members. This form may be printed and copied, completed electronically, or accessed on the IMPACT 100 website.

Individually evaluate and complete items A through P for each applicant and record scores using the scoring rubric. Site visit team members, complete the evaluation before the site visit; all other committee members, complete the evaluation before the site visit report is presented.

After the site visit, team members complete a separate Grant & Site Visit Evaluation Form as a group in preparation to provide a score during the 5-minute Site Visit Report given to the committee.

Completed evaluation forms are useful at committee meetings, site visits, and the pre- and post-site visit meetings.

**\* NEW \*  
 Scoring Rubric**

## GRANT & SITE VISIT EVALUATION FORM

Rate each statement using the following points:

**0= No evidence    1=Minimal evidence    3 = Partial evidence    5 = Complete evidence**

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

### **Strength of the Organization:** (30 maximum points)

- A.   5   The organization's history demonstrates its positive impact on the community.
- B.   3   The organization's current programs and activities clearly provide a benefit to the community.
- C.   3   The organization has qualified leadership.
- D.   3   The organization has adequate resources.
- E.   0   The Board of Directors is well-rounded, actively supportive, and well qualified to serve the organization.
- F.   3   Financial documents reflect a fiscally responsible organization that can manage a grant of \$100,000+.

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

- G.   3   The project aligns with the organization's mission.
- H.   3   The project addresses a need in the community.
- I.   3   The project clearly details the use of the funds. The project budget is reasonable. If the project's budget exceeds the IMPACT grant amount, the ability to fund the total project must be **clearly** defined.
- J.   3   The supporting documents, including cost estimates, clearly support the project and were received.
- K.   3   The project can be completed in the stated timeframe and allows for unseen delays.
- L.   3   The project has a clear evaluation plan with measurable outcomes.
- M.   3   The project has a well-defined sustainability plan.

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

- N.   1   The project is transformative, it solves a problem, or satisfies a need in the community.
- O.   3   The project serves a significant number of people, directly or indirectly, within Escambia and Santa Rosa Counties.
- P.   5   The project will have a long-term impact on the community.

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

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

- Q.   5   The applicant provided a clear understanding of the project and concisely answered questions about the project.
- R.   5   Overall impression of the organization after the site visit.
- S.   5   Overall impression of the project after the site visit.
- T.   1   **The applicant provided ALL requested information and documentation.**

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

## SITE VISIT NOTES

**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 that came to mind when reading the application and while preparing your individual grant evaluation.

Along with the Grant & Site Visit Evaluation Form, this form should be completed by the site visit team collectively following the site visit. **The site visit reporter should use these notes when preparing the Site Visit Report Form.** Please submit the Grant & Site Visit Evaluation Form and Site Visit Notes to your Focus Area Committee chairs after the report is given.

Date of Site Visit: Click or tap here to enter text.

Nonprofit Organization: Click or tap here to enter text.

Project Title: Click or tap here to enter text.

Site Visit Leader: Click or tap here to enter text.

Site Visit Members: Click or tap here to enter text.

We met with the organization's representatives (title/position) as follows: Click or tap here to enter text.

What was learned that wasn't covered in the grant application: Click or tap here to enter text.

Please indicate any areas where site visit members disagreed on ratings: Click or tap here to enter text.

Overall Impression:  Yes  Maybe  No

Overall Impression/Comments: Click or tap here to enter text.