

**Benicia Human Services Board (HSB)**

**Grant Request Scoring Sheet**

AGENCY NAME: \_\_\_\_\_ Board Member Scoring: \_\_\_\_\_

| <b>Evaluation Domain</b> | <b>Exemplary: 3.0</b>   | <b>Good: 2.0</b>   | <b>Needs Improvement: 1.0</b>  | <b>Inadequate: 0.0</b>  | <b>Score /Comments</b> |
|--------------------------|---|--|--|---|------------------------|
| 1. Project Design        | <ul style="list-style-type: none"> <li>• Submission reflects a clearly outlined plan, including a timeline with specific objectives and outcomes. Goals are measurable, achievable and specific.</li> <li>• Target population, services and activities are well defined and link to HSB mission and goals.</li> <li>• The project is innovative and provides a new service to the community.</li> </ul> | <ul style="list-style-type: none"> <li>• Project goals, plans and use of funds are stated.</li> <li>• Target population, services and activities are described but lack detail.</li> <li>• Project fits within the intent of the HSB mission.</li> </ul> | <ul style="list-style-type: none"> <li>• Project’s purpose is unclear, design is vague and/or project is not clearly linked to goals.</li> <li>• Connection to mission of HSB is vague, divergent or irrelevant/inapplicable.</li> </ul> | <ul style="list-style-type: none"> <li>• Project does not fit HSB mission.</li> </ul> |                        |

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| <p>2. Knowledge of Community Need</p> | <ul style="list-style-type: none"> <li>• Need for service is clearly described and includes relevant data supporting the need at the center of the project.</li> <li>• Activities engage and empower residents.</li> <li>• Project creates innovative solutions to address unmet community need.</li> </ul>  | <ul style="list-style-type: none"> <li>• Need is described using anecdotes or simply a worthwhile cause.</li> <li>• Proposed activities address the need stated, but may be lacking details.</li> </ul>   | <ul style="list-style-type: none"> <li>• Project is a duplication of the efforts of another organization. Activities seem ineffective in addressing the need or are unclear as to how they directly meet the need.</li> <li>• Needs described in the proposal do not reflect the greater needs of the community.</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of the needs of the community is not articulated or is not being addressed.</li> </ul>                    |  |
| <p>3. Impact and Outcomes</p>         | <ul style="list-style-type: none"> <li>• Proposal addresses both long and short-term impacts and includes a variety of methods to evaluate the project outcomes.</li> <li>• There is a realistic estimate of those impacted and how this information will be measured.</li> <li>• Project has a plan to respond to emerging needs or changes.</li> </ul> | <ul style="list-style-type: none"> <li>• Evaluation plan is listed and shows at least one method to evaluate project outcomes.</li> <li>• There is a realistic estimate of those impacted and how this information will be measured.</li> </ul> | <ul style="list-style-type: none"> <li>• The impact described by the application is general terms and/or does not reflect the needs of the community.</li> <li>• Project evaluation methodology is weak.</li> </ul>   | <ul style="list-style-type: none"> <li>• Project does not have evaluative plan or has measurements that are unrelated to stated/intended outcomes</li> </ul> |  |

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| <p>4. Sustainability Efforts</p> | <ul style="list-style-type: none"> <li>• Evidence of project's historical success has been demonstrated. If the project is new, information that supports the projection of goals are attainable has been provided.</li> <li>• Staff expertise or experience to support the proposed project is clearly stated (education, training, experience).</li> <li>• Evidence of forward planning is demonstrated (including additional hiring/training/planning for changing community needs).</li> <li>• Project has a plan to screen volunteers/staff as applicable.</li> </ul> | <ul style="list-style-type: none"> <li>• There is some evidence of historical success of this project. If a new project, there is some evidence that goals and objectives are attainable.</li> <li>• Application includes evidence of staff involvement in the project.</li> <li>• Proposal is convincing of anticipated success in future years. The project has potential of being an example to other organizations.</li> </ul> | <ul style="list-style-type: none"> <li>• Expertise seems to be lacking and the proposed project would be difficult to continue or less applicable to the community in the future.</li> <li>• There is some concern for project's sustainability given previous performance.</li> </ul> | <ul style="list-style-type: none"> <li>• Staff expertise or training is inadequate or no evidence of this exists in the written plan.</li> <li>• There is clear evidence that project has been unable to meet its goals and objectives in the past.</li> </ul> |  |
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| 5. Financial Information | <ul style="list-style-type: none"> <li>• The proposed budget is accurate, cost effective and linked to activities and outcomes.</li> <li>• Proposal demonstrates fundraising efforts beyond those being requested of BHSB.</li> <li>• The application details how the proposed activities will be funded in the future.</li> </ul> | <ul style="list-style-type: none"> <li>• Project budget is complete and realistic considering the activities.</li> <li>• Proposal mentions alternative funding, and recognizes existing assets.</li> </ul>                                       | <ul style="list-style-type: none"> <li>• Budget is included in the application but seems incomplete or not reflective of actual costs.</li> </ul>         | <ul style="list-style-type: none"> <li>• Budget not included or has multiple mathematical errors</li> <li>• There is pending litigation or concerns about agency's financial practices.</li> </ul> |  |
| 6. Community Outreach    | <ul style="list-style-type: none"> <li>• The proposal includes clearly stated goals, plans and activities to make community members aware of the project's services and aims.</li> <li>• Methods of measuring success of community outreach efforts are clearly articulated.</li> </ul>  | <ul style="list-style-type: none"> <li>• Outreach efforts are noted and logically relate to services provided by organization.</li> <li>• Some specific activities for these are included, but are not thoroughly described or clear.</li> </ul> | <ul style="list-style-type: none"> <li>• Outreach efforts are not clearly listed, or do not seem to be effective for the stated project goals.</li> </ul> | <p>Outreach efforts not included or do not apply to project aims. No evidence of community outreach is evident or stated.</p>  |  |

***Total and final comments/recommendations:***

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