

San Diego Grantmakers Grant Application Review & Scoring Sheet

All of the information below should be included in the organization's grant application. For any information required but not listed, proposal contact may obtain from the applicant.

Organization:

Mission Statement:

Contact:

Application Submission Date:

Date application received

Tax Identification Number & Date Verified:

Registered in Guidestar: Yes No

Guidestar is a service that verifies that a nonprofit is in good standing. The website is www.guidestar.org. In the homepage search box, enter the organization's formal name or tax identification number to find verification.

Address:

Request Amount & Purpose:

1. Is agency established? Yes No Unknown or N/A

Yes = core programs, organizational infrastructure, and funding model are in place. Organization has been in existence five years. Check to see when organization founded.

2. Is the programming focus a fit? Yes No Unknown or N/A

Check the purpose of the grant to the grant guidelines to see if it is a match.

3. Demand for program(s) 1 2 3 4 Unknown or N/A

This is the demand for programs by people who want to access the program. It should be listed in the proposal.

- 1= decreased demand
- 2= stable demand over the past several years
- 3= at full capacity with increased levels from previous years

- 4= significant and sizeable increase in demand over previous years; sizeable waiting lists or more demand than agency is able to meet.

4. Programmatic quality, impact and track record

1 2 3 4 **Unknown or N/A**

This is determined by how well the organization tracks its progress and will be found in the organization. We are looking for quantifiable outcomes, not just narrative.

- 1= poor outcomes and track record, inadequate/poor staffing levels and/or qualifications, poor/no evaluation
- 2= positive outcomes and solid track record, adequate staffing, adequate evaluation
- 3= strong outcomes and track record, strong program staff, systematic evaluation that captures outcomes in a meaningful way
- 4= exceptionally strong outcomes, program design/quality, and a well-established, successful programmatic track record, impressive staff and professional development, systematic evaluation that is used to inform organizational planning/strategy and continually strengthen programs. For community organizing/advocacy groups, agency should have a track record of victories.

5. Executive leadership

1 2 3 4 **Unknown or N/A**

Information about executive leadership should be listed in the application. This can also often be found on the organization's website.

- 1= poor leadership and management skills and experience
- 2= adequate leadership and management skills and experience
- 3= strong leadership and management skills and experience
- 4= exceptionally strong skills/experience/leadership/understanding in areas such as programs, finances, fundraising, organizational management and strategy
- Weaknesses could be compensated for/rating boosted if there is a strong management team

6. Board participation

1 2 3 4 **Unknown or N/A**

Information about board participation should be listed in the grant application.

- 1= Board does not follow the majority of best practices, does not meet its threshold fiduciary and governance responsibilities, do not contribute to supporting the mission of the agency
- 2= Board meets regularly and provides adequate governance and support functions, though there is room for improvement
- 3= Board is actively engaged in supporting the agency, including financially
- 4= board follows/exceeds all best practices

