

COMMUNITY FOUNDATION OF THE EASTERN SHORE, INC.

Guidelines for Committee Members in Evaluating Grant Proposals

I. Preparing for the site visit

- A. Read the proposal carefully. Reread the Community Needs Grant Program Guidelines if clarification is needed on the specific requirements of this grant program.
- B. Identify and list areas of strength and areas that may require further clarification or information during your visit with the program contact.
- C. Contact the organization/agency requesting the grant and set up an appointment to visit the site and discuss the project. **(A PERSONAL VISIT WITH THE PROJECT CONTACT AND THE DIRECTOR AND A SITE VISIT ARE HIGHLY RECOMMENDED.)**

II. At the site visit

- A. During the interview, you will have the opportunity to gather information that will enable you to:
 - answer the questions you developed in reading the grant proposal
 - complete the Proposal Evaluation Form (you will likely make notes and complete the form following your visit)
 - add depth and breadth to your verbal presentation
- B. Discuss the importance of the agency providing timely project evaluation to the Community Foundation. The organization will be responsible for completing a Grantee Performance Report outlining the use of the funds and success of the program, if granted.

III. After the visit

- A. Complete the Proposal Evaluation Form (attached). **Please note that these questions are offered as a guide. It may not be necessary to ask every question and there may be others that arise specific to the grant you are reviewing.**
- B. Present the proposal(s) at the meeting of the Grants Review Committee.
- C. Submit the completed Proposal Evaluation Form (attached) to the Program Officer at or before the Committee meeting.

Primary Considerations for Evaluating Applications

According to the Community Needs Grants Program Guidelines, the following factors should be considered when reviewing grant applications:

- The evidence of need for the project proposed
- The potential impact of the proposed solution
- The degree to which the program/project is consistent with or enhances the organization's mission
- The capacity of the organization to implement and sustain the program/project
- The organization's fiscal responsibility and management qualifications
- The possible use of the grant as seed money to leverage funding from other sources
- The ability of the organization to obtain additional funding to implement and sustain the program
- The degree to which the project complements other programs or services offered in the community
- The number of people that will benefit from the program/project
- The potential for the program/project to duplicate or compete with ongoing efforts in the community
- The organization's past grant history at the Community Foundation
- The commitment and composition of the organization's Board of Directors (leadership)
- The extent of volunteer involvement for the program/project

Proposal Evaluation Form

AGENCY REQUESTING GRANT

Proposal Reviewed by: _____ Any connection with agency? Y/N

Date of visit _____ Type of contact: site visit/telephone/other

Person(s)
Interviewed/Position: _____

PROJECT PROPOSAL/NEED

Describe the purpose of the request and community need it will address.

Describe **who and how many** will benefit from this project and how they will be identified/involved.

Describe plans for cooperation or coordination with existing services.

PROJECT MANAGEMENT CAPACITY

How does this project complement or enhance the work of the applicant's organization?

Is this project/program part of a larger effort? If so, please describe.

What is the strategy for evaluating the impact and success of the proposed project/program?

Who will be responsible for carrying out and supervising the project?

Will volunteers be used to implement this program? If so, please describe their role.

Does the Board support the proposed project (grant request)?	Y/N
--	-----

Does this agency have the capacity to implement the proposed project (grant request)?	Y/N
---	-----

PROJECT BUDGET

1. What is the amount requested? What percent is this of the total budget?

2. Does the budget narrative clearly detail how the grant funds will be spent?	Y/N
--	-----

3. Do other sources of funding exist for this program?

4. How would partial funding from CFES be used? Are they able to obtain the rest? What budget items are priorities if full funding is not possible?

5. How will the project be funded when the grant period is complete?

Additional comments about the agency, proposal or project? _____

RECOMMENDATIONS

Should the Community Foundation fund this grant request? yes no

Minimum Amount Recommended: \$_____

Maximum Amount Recommended: \$_____ (If unlimited resources were available)

If the Foundation is unable to fully fund this request, should it be recommended to donors as a potential *Partners in Giving* opportunity? yes no