2020 Small Grants Application Evaluation

Requirements for consideration

Each grant application is screened for minimum requirements prior to submission to the Grant Review Panel for scoring. Proposals which fulfill the following minimum requirements will be moved forward to the Grant Review Panel and considered for funding:

1. **Grant application submitted on time**. Late entries will not be reviewed.

2. **Grant application sections are completed**. Sections left blank without explanation, incomplete sections or information, or sections beyond the page limit will disqualify application.

3. **Completed Project Budget**. Missing and incomplete budget forms, or those with significant inaccuracies or ineligible expenses will disqualify the application.

4. **Application is filled out accurately**. Providing falsified information will automatically disqualify the application.

5. **FOR PAST GRANTEES. Organization must be in good standing with the Office of Community & Civic Life.** We define "good standing" to mean:
   - Organization does not have outstanding documentation or reconciliation of funds beyond the allowable grant timeline.
   - Organization has not had other grants with the City terminated for cause or permanently suspended for cause.
   - If a financial review or audit of the applying organization/program has been conducted - no audit findings which demonstrate misappropriation of funds.
   - Applicant or key leaders in organization have not been convicted of fraud or other administrative impropriety during the grant term.

Evaluation Criteria

All projects will be evaluated and numerically scored to a **maximum of 20 points** by members of the community-based grant review committee using the criteria below. Final selection of grantees will be decided by the committee in a group discussion using the individual evaluations as a starting point.

First Application (2 points)
First time applicants receive 2 points.

Project Narrative (maximum 4 points)
Project Description – Basic description of the project, including where in East Portland activities take place and how the project benefits and involves East Portlanders.

Project Timeline – Project is planned from start to finish, including planning and follow-up activities. The timeline focuses on the granted period of the project.

Team –The roles of team members are described. The project draws on the unique strengths of team members. *Project teams can include individuals and partnering organizations.*

Grant Program Priority (maximum 4 points)
A high priority of the City-wide grant program is engagement of communities historically underrepresented in and underserved by our programming - Indigenous communities, communities of color, immigrant and refugee communities, low income individuals and families, youth, people with disabilities, and LGTBQIA+ communities and address the access needs of participants.

While your project does not need to involve an underserved community to be considered for this grant, projects will be awarded points along the following scale:

4 points – Project is primarily planned, organized, implemented, and/or led by an underserved project coordinator or community group and takes steps to address access needs of participants.

2 to 3 points – Underserved communities are fundamental partners in implementing the project (planning, collaboration, design, *etc.*), but are not the primary organizer of the project or applicant.

1 point – Underserved communities involved as limited partners with a narrowly defined role in implementing the project (For example, as volunteers at an event). Or project organizers take steps to address the access needs of event or program participants

0 points – Does not involve underserved communities in planning or project implementation.

Grant Program Goals (maximum 6 points)
The project must meet at least one of the grant program goals. It does not need to meet more than one goal. The project will be evaluated for how well it meets the goal(s) it does address.

Budget (maximum 4 points)
4 points – Budget supports the project and leaves no doubt that the associated costs are adequate and realistic. Budget is itemized and completed, and descriptions are provided and relevant. If the grant is awarded the group has the resources - any combination of volunteer hours, donated services, goods, or funds – to complete the project.

2-3 points – Budget leaves questions regarding the use of budget funds though still an adequate explanation of costs.

1 point – Budget is vague in detail as to the use of budget funds. Responses indicate knowledge, skills, and plans to manage funds may be lacking.

0 points – Lacks information about utilization of funds. Responses reflect that there are little or no plans, skills or systems in place to track and manage funds.

Additional considerations may be used to make funding decisions. These considerations may include:

- **Does the project foster collaboration or build capacity within the team driving the project?**

- **Is the project led directly by the communities benefiting from the project or impacted by the issues the project addresses?**
  *Applicants with a service focused project are encouraged to provide further explanation about how their project will be based on authentic, mutually-beneficial relationships and done **with**, not simply **for**, the communities impacted.*

- **Is this a request to fund a program that has been funded twice before?**
  Funding requests for projects that have been funded twice before will have a lower priority than funding requests for a new element of a project or new projects.