

SCOTT COUNTY COMMUNITY FOUNDATION COMMUNITY GRANTS PROGRAM RUBRIC

This rubric is intended to assist applicants in your grant proposal. A proposal that exceeds expectations will have several of the criteria for each component. If the majority of the components do not meet expectations, the proposal may be considered low-quality and not eligible for funding.

Component	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Governance and stability of applicant	Organization has a clear mission statement and the grant request directly links to the mission. 100% of board members regularly attend meetings and contribute financially. There has not been a significant negative change in the organization. The leadership of the organization has longevity.	Organization has a clear mission statement but it is unclear if/how the proposed grant request is related to the mission. The majority of board members regularly attend meetings and contribute financially. While there may have been a significant organization or financial change, leadership is capable of those challenges.	There is no clear and thoughtful mission. The organization has limited board engagement and governance. The competence of the organization is not clear – lacks adequate resources, staff, or skills to carry out project.
Community needs	The proposal clearly identifies the needs that are outlined from the Community Needs Assessment, as well as strategies from the Vision Plan. The proposal gives descriptive examples of activities that will address the needs.	The proposal meets the Foundation’s general criteria for funding as well as priority areas.	Does not fit the Foundation’s general criteria/mission. Insufficient information is provided about the need that is being met. Does not address root causes.
Impact	The proposal impacts a large number of people in Scott County. The demographics of people who will be impacted is clearly defined. It is very likely for this project to improve the quality of life in a meaningful way.	The proposal impacts people in Scott County. The proposal may improve the quality of life in a meaningful way.	There is little to no impact, or the impact is short-term. The program serves too few in Scott County. Project duplicates existing services.

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Plan and outcomes	There is a clearly defined and achievable plan for implementation. There are measurable outcomes, and they seem realistic, timely, and achievable.	The proposal contains a basic plan but lacks detail. The potential outcomes are somewhat realistic, achievable, and timely.	There is no reasonable plan. The expected impact is not measurable or is very unrealistic.
Financial	The cost of the project is reasonable, and if applicable, quotes are provided for comparison. There are other dollars already committed to the project. There is a clear plan for sustainability. The organization has applied for grants from other organizations and/or donations from others in the community. The grant has the potential to improve the applicant's stability and/or capacity.	Basic information is provided, such as budget and plans, but does not give details. The project may be sustainable, but more information may be needed.	Organizational budget is incomplete. Project budget is not clear or realistic. Costs are unreasonable or there is no evidence of research of costs. Financial condition of organization is not stable. The proposal does not address how the proposed activity will be sustained, or it is unrealistic for future funding.
General	The application is completed fully and all sections are explained thoroughly. Letters of support, brochures, and other information are included. There are no major spelling/grammatical errors. The application is well-written and high-quality. The proposal demonstrates a collaborative process wherever possible. Proposal displays passion and enthusiasm.	Basic information is provided to be considered a complete application. There is the appearance that the applicant spent the appropriate time and effort into the proposal.	There are numerous mistakes and incomplete information. The potential for collaboration exists but the proposal does not demonstrate a collaborative process. Proposal fails to provide a clear understanding of the grant request.