

District Community Grant Application Scoresheet 2021- 2022

STEP 1: Grant Prerequisites = All answers must be “Yes” to proceed to Step 2.

| MINIMUM REQUIREMENTS | YES/NO |
|---|---------------|
| 1. On-line Application complete and submitted by May 31 deadline | |
| 2. Memorandum of Understanding and Addendum Submitted by May 31 with required signatures (mailed) | |
| 3. Current club Financial Management Plan submitted (Documents section on-line) | |
| 4. Matching funds, dollar for dollar, are described and will be provided by the Club | |
| 5. Project will begin after grant approval and be completed by mid-May 2022 | |
| 6. Two club members received required District Grant Management Training | |
| 7. Proposed activity is eligible for funding under The Rotary Foundation guidelines | |
| 8. Club has set an Annual Fund and a Polio Plus Goal in Rotary Club Central for 2021-22 | |

STEP 2: Application Scoring (One sheet per grant application)

SCORING KEY

Maximum Points = Outstanding – extremely strong with negligible weaknesses
 Moderate Points = Good – strong but with at least one moderate weakness
 Few Points = Satisfactory – some strengths but also some moderate weaknesses
 Zero Points = Fair – very few strengths and numerous major weaknesses – does not meet criteria

Minor: easily addressable weakness that does not substantially lessen the impact of the project.
 Moderate: weakness that lessens the impact of the project.
 Major: weakness that severely limits the impact of the project.

| CRITERIA | MAXIMUM POINTS | POINTS |
|---|-----------------------|---------------|
| 1. Project: Complete description of the project. | 10 | |
| 2. Objectives: Detailed, clear and measurable project objectives. | 10 | |
| 3. Matching Funds: Is it clearly outlined what the club match amount is and how the club is funding the match? | 10 | |
| 4. Humanitarian Efforts: Describe how the project will benefit the community and/or improve the lives of the less fortunate. | 20 | |
| 5. Rotarian Commitment: Describe the commitment by Rotarians to the community served. Does this include Rotarians doing hands-on work? Note: operating costs generally will not be eligible for grant funding. | 15 | |
| | | |

| CRITERIA | MAXIMUM POINTS | POINTS |
|---|---------------------|--------|
| 6. Detailed Budget: income and expenses of project including identification of specific sources. | 20 | |
| 7. Publicity Plan: How will the general public know this is a Rotary-sponsored project? Are there specific details of the publicity plan provided? | 5 | |
| 8. Club plans if grant request is not fully funded: Will the project move forward with partial funding, or will the project have to be cancelled? | 5 | |
| 9. Sustainability: Please describe responsibility for maintenance of the project, if needed, and for maintenance, operating, and/or storage of any equipment/supplies. Please also indicate final owner of any equipment, material, or supplies (these cannot be owned by a Rotary Club or a Rotarian). How will the project be sustained/maintained in the future? | 5 | |
| Total Potential Points | 100 | |
| | TOTAL POINTS | |
| RECOMMENDED FUNDING LEVEL: | \$ | |
| EXTRA CREDIT: Financial support of The Rotary Foundation, at or above per capita, during the past three years | | |
| | | |

INSTRUCTIONS:

The TRF District Grant Subcommittee role is critical to ensuring the selection of high-quality grant proposals. As a Grant Reviewer, your primary responsibility is to read grant applications, review them for quality, and reach consensus on proposal quality with your fellow review members. Here are some of the key elements we want you to keep in mind as you begin the review process:

- a. Review the Grant Review Score sheet: Each section of the scoresheet corresponds to one major section of the application.
- b. Assign scores based on given criteria in the TRF District Community Grant Application. Your rating should reflect your opinion of the applicant's ability to meet each criterion provided on the Grant Review Score sheet. Do not make assumptions about missing background or project information -- review only what is included.
- c. Read for substance: A high-quality application is not always grammatically perfect. Being a good grant reviewer requires an ability to judge the substance of an idea, rather than the manner in which it is presented.
- d. Comment on program quality: Take the time to make thoughtful comments to justify your score; comment on both strengths and weaknesses. Use specific and descriptive phrases in your comments,

such as "the applicant did not adequately describe..."; "it is unclear whether..."; "the applicant should be asked to clarify...." Avoid interjecting your own biases.

e. Indicate a recommended funding level for the project and provide a rationale statement if the recommended amount is lower than the amount requested in the proposal. In no case can an amount be recommended that is higher than that requested in the proposal.

f. Consensus Scoring - Consensus Scores will be determined in June by the entire Subcommittee. If the work group cannot come to a consensus, then scoring will be based on averages of score totals.

g. Recommended Ranking—to be done in June. Recommended Ranking is based on the consensus review score sheet and the discussion by the Grants Subcommittee. Recommended ranking is used to determine ranking among applications very close in consensus scores.

h. Final Results—Recommended Ranking will be submitted to the District Rotary Foundation Committee for approval. These final results will be used to write our District's Spending Plan, which will be submitted to The Rotary Foundation for approval.

i. Notification of Clubs—Each applying club will be notified of the recommended funding that is submitted on the Spending Plan to The Rotary Foundation. Clubs must await final approval from The Rotary Foundation on projects before work can begin on any project.