

Application Evaluation Form



Agency Name

Volunteer Reviewer

Program Name

Amount Requested

	Points Possible	Comments
Cover Sheet: Program Summary		
Project is clearly defined, focused and likely to be successful. <div style="display: flex; justify-content: space-around; width: 100%;"> 1 3 5 7 10 </div> <i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i>	___/10	
Section I: Organization Information		
Is a high percentage (90-100%) of the organization's Board of Directors contributing financially to the organization on an annual basis? <div style="display: flex; justify-content: space-around; width: 100%;"> 1 2 3 4 5 </div> <i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i>	___/5	
Section II: Organization Summary Profile		
To what degree is the organization's Administrative Overhead percentage acceptable? (Note: Below 25% is preferred) <div style="display: flex; justify-content: space-around; width: 100%;"> 1 3 5 7 10 </div> <i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i>	___/10	
Section III: Program Data Form		
Does this proposal address an at-risk or underserved population? <div style="display: flex; justify-content: space-around; width: 100%;"> 1 2 3 4 5 </div> <i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i>	___/5	
Will this program meet the needs of a broad segment of our community? <div style="display: flex; justify-content: space-around; width: 100%;"> 1 2 3 4 5 </div> <i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i>	___/5	
Section IV: Detailed Program Description		
Question #1 - Is this program consistent with the mission of the organization? <div style="display: flex; justify-content: space-around; width: 100%;"> 1 2 3 4 5 </div> <i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i>	___/5	
Question #1- Is the program based on best practices and/or evidence-based research? <div style="display: flex; justify-content: space-around; width: 100%;"> 1 2 3 4 5 </div> <i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i>	___/5	
Question #2 - Does the organization have the capacity to complete this program? (i.e. the organization has a history of producing quality results and it has the experienced staff to complete this project) <div style="display: flex; justify-content: space-around; width: 100%;"> 1 2 3 4 5 </div> <i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i>	___/5	
Question #2- If funded before, has the organization successfully moved toward achieving outcomes? If not funded before, does it demonstrate a successful track record for other programs? <div style="display: flex; justify-content: space-around; width: 100%;"> 1 2 3 4 5 </div> <i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i>	___/5	
Question #3- Does the program provide a needed and relevant benefit to the community? (Please consider - What will happen if this need is not addressed?) <div style="display: flex; justify-content: space-around; width: 100%;"> 1 2 3 4 5 </div> <i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i>	___/5	
Question #3- Does the program duplicate services? If duplication occurs, is the need justified? <div style="display: flex; justify-content: space-around; width: 100%;"> 1 2 3 4 5 </div> <i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i>	___/5	

Section IV: Detailed Program Description (continued)		
<p>Question #3- Does the proposed program have the potential to become a long-term solution for an existing problem and/or the program promotes prevention?</p> <p>1 3 5 7 10</p> <p><i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i></p>	___/10	
<p>Question #4- Is there a clear description of how and why the program aligns with one or more United Way Building Block?</p> <p>1 4 8 12 15</p> <p><i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i></p>	___ / 15	
<p>Question #4- Is there a clear description of how and why the program aligns with one or more United Way Outcome?</p> <p>1 4 8 12 15</p> <p><i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i></p>	___ / 15	
<p>Question #4- Is it clear how the program will attain the chosen United Way Outcome(s)?</p> <p>1 4 8 12 15</p> <p><i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i></p>	___ / 15	
Section V: Logic Model		
<p>Does the Logic Model show a clear relationship between the United Way Building Blocks and Outcomes and the proposed inputs, activities, outputs, outcomes and indicators?</p> <p>1 3 5 7 10</p> <p><i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i></p>	___/10	
<p>Does the organization clearly define how they will know if they achieve their stated outcomes?</p> <p>1 2 3 4 5</p> <p><i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i></p>	___/5	
<p>Is their method of data collection appropriate for the program and outcomes they will measuring?</p> <p>1 3 5 7 10</p> <p><i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i></p>	___/10	
Section VI: Program Budget		
<p>Is the proposed program's budget complete, realistic and the funding request appropriate?</p> <p>1 2 3 4 5</p> <p><i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i></p>	___/5	
<p>Is the proposed program cost-effective? (i.e. It can impact a significant number of people with limited dollars.)</p> <p>1 2 3 4 5</p> <p><i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i></p>	___/5	
<p>Is it clear how United Way's money will be spent?</p> <p>1 3 5 7 10</p> <p><i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i></p>	___/10	
<p>Has the application utilized available resources (staff, supplies, etc...) internally to meet the demands of the project?</p> <p>1 2 3 4 5</p> <p><i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i></p>	___/5	
<p>Does the organization demonstrate that United Way funding is a critical piece that will allow the provision of meaningful and effective services?</p> <p>1 3 5 7 10</p> <p><i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i></p>	___/10	

Overall Impressions		
Were all sections of the application and budget completed? 1 2 3 4 5 <i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i>	___/5	
Should this project be funded? The proposal may not be the most professionally written or have gotten the highest score, but you think the program, service, or plan is worthy of support. Conversely, the application may be very polished, but you feel the organization cannot be successful with this project. 1 2 3 4 5 <i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i>	___/5	

Please add the points this program has earned thus far: _____ /190 possible points

Certain committee members will be addressing this final question and will tell you how many points to add to your score:

Is the organization's financial condition stable and do they have a record of responsibility? (Please utilize the Budget, IRS Form 990 & Audit when answering this question) 1 3 5 7 10 <i>Fails to Meet Expectations Meets Expectations Exceeds Expectations</i>	___/10	
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Please add the points from the question above with your previous score: _____ /200 possible points

TOTAL SCORE = # Points Earned divided by 200 Possible Points = _____%

General Notes:
