Hamilton Community Foundation

Open Grants Program Reviewer Rubric

Questions Reviewers will use to guide funding decisions	Questions you'll answer on the application
MISSION AND LEADERSHIP ALIGNMENT: *WHO ARE YOU AS AN ORGANIZATION?*	
To what extent does the mission of the organization align with the request?	Q1. Describe your organizations' mission and how it aligns with the project you are proposing Q4. What other community organizations or partners will be involved in this program and how will they be involved?
COMMUNITY NEEDS: *HOW ARE YOU SUPPORTING YOUR COMMUNITY?*	
To what extent does this application meet local community needs? To what extent does the cost/benefit ratio align with the grant?	Q3. Who is the intended participant group for the project, and how do you plan to engage them? Q5. What evidence exists to determine this project is needed (specific, local needs information) and does not duplicate any existing service? Q6. Why did you choose this approach to addressing the identified need? Q7. How many unique individuals will your project serve directly?
EQUITY, DIVERSITY & INCLUSION: *HOW WILL THIS FUNDING SUPPORT EDI?*	
To what extent will the funding support one or more equity-serving groups?	Q8. Describe how your organization actively brings an equity lens to its work using the "nothing about us without us" principle. Q9. How have you engaged equity-deserving groups in the planning and implementation of this initiative specifically?

FEASIBILITY AND VIABILITY: *IS YOUR FUNDING REQUEST REALISTIC?*	
To what extent is the timeline of activities appropriate? To what extent does the budget support the planned activities? To what extent will we know the outcomes of the initiative?	Q2. Describe your project in detail including activities and timelines. Q10. What are the anticipated outcomes for your initiative? Describe the process you will use to evaluate the program. Q11. Briefly describe why HCF funding is needed to support this project (e.g. loss of funding, inflationary increase in costs, program enhancement, new program…etc.). Project Budget

Open Grants Program Scoring Sheet

Questions reviewers will use to guide funding decisions Scoring Scale (1-4): To no extent – 1 To little extent – 2 To some extent – 3 To a large extent – 4	
MISSION AND LEADERSHIP ALIGNMENT	
To what extent does the mission of the organization align with the request (Q1)	☐ To no extent ☐ To little extent ☐ To some extent ☐ To a large extent
To what extent are other appropriate organizations engaged and involved (Q4)	☐ To no extent ☐ To little extent ☐ To some extent ☐ To a large extent
COMMUNITY NEEDS	
To what extent has the project engaged and/or has a reasonable plan engage the target community? (Q3)	☐ To no extent ☐ To little extent

	☐ To some extent ☐ To a large extent
To what extend do the project activities meet community needs? (Q5)	☐ To no extent ☐ To little extent ☐ To some extent ☐ To a large extent
To what extent is the approach or approaches proposed to meet the need alignment with and informed by community need and/or best practices? (Q6)	☐ To no extent ☐ To little extent ☐ To some extent ☐ To a large extent
To what extent does the cost/benefit ratio align with the grant? (Q6, Q7, Q10 and Budget)	☐ To no extent ☐ To little extent ☐ To some extent ☐ To a large extent
EQUITY, DIVERSITY & INCLUSION	
To what extent does the applicant reflect a commitment to EDI? (Q9)	☐ To no extent ☐ To little extent ☐ To some extent ☐ To a large extent
To what extent has the organizations engaged equity-deserving community members in the planning and implementation of this initiative? (Q10)	☐ To no extent ☐ To little extent ☐ To some extent ☐ To a large extent
FEASIBILITY AND VIABILITY	
To what extent are the activities and timeline appropriate and feasible? (Q2)	☐ To no extent ☐ To little extent ☐ To some extent ☐ To a large extent

To what extent will we know the outcome(s) of the initiative? (Q10)	☐ To no extent ☐ To little extent ☐ To some extent ☐ To a large extent
To what extent in HCF Open Grants Program an appropriate funding source for this project? (Q11)	☐ To no extent ☐ To little extent ☐ To some extent ☐ To a large extent
To what extent in the budget reasonable and supports the planned activities? (Project Budget)	☐ To no extent ☐ To little extent ☐ To some extent ☐ To a large extent
TOTAL SCORE	/44

Comments: