

Charles County Government
 Grant Application Review Scoring Form
 Fiscal Year Budget _____

Applicant Name: _____

Project name: _____

Tax ID Number: _____ Project Funds Requested: _____

New Applicant _____ Returning Applicant _____

Summary of Scores

PART 1: ORGANIZATION INFORMATION

Section I & II: Organization Information / Experience / Capability	/15 points
Section III: Financial Information / Sustainability Indicator	/20 points
Section IV – Prior Year Grant Outcomes	/15 points
Total for Part 1	/50 points

PART 2: REQUEST FOR FUNDS

Section I: Request for Funds	
Section II: Project Budget	
Total for Part 2	/50 points
<i>Questions/ Comments/ Interview</i>	<i>/</i>
Total Score:	/100 Points

The application will be scored based on the above listed items. The elements attached on the following pages are used as a guide to the Panel only in their scoring of the application.

Please indicate which Vision 2020 categories this agency is serving with their request funds.

Health	Housing	Education	Employment	Transportation

Reviewer Signature: _____

Reviewer’s Name (Please Print): _____

PART 1: ORGANIZATION INFORMATION

- Copy from Project # 1 Grant reviewers need to review Part 1 once per organization application. Please check this box if this is an additional project application. Scores will be copied from project #1 to each additional project application.

Section I & II: Organization Information / Experience / Capability: _____/ 15 points

- Applicant provided a detailed description of services offered in Charles County?
- Applicant provided organizational goals and objective for the next fiscal year?
- Did these goals and objectives address the Commissioners Vision 2020 Pilot Program Model and the 2015 Commissioner Goals & Objectives?
- Policies and procedure in place (3 total) unless size of organization precludes this requirement?
- Did the agency provided the personnel information to indicate substantial presence in the County:
- Is the application for a startup program in Charles County?
- Applicant defined client?
- Did the agency provided the client information indicating substantial clients served in the County?

Interview Comments/Questions:

Section III: Financial Information / Sustainability Indicator: _____ / **20 points**

- Provided explanation if administration and fundraising expenses combined exceeded 20%?
- Does the agency conduct fundraising events or charge “fee for service”?
- How many years has the agency received funding from the County?
- Information above matches financial documentation?
- Does the organization appear to be sustainable?
- Is the operating budget for the whole agency reasonable and does not rely totally on County funding?
- If the organization has more than six (6) months of operating reserves at their last fiscal year end, did they provide adequate explanation? (*request can be made to applicant for further explanation of need for county funding with this type of reserves*).

Interview Comments/Questions:

Section IV: Pervious Year Accountability _____ / **15 points**

- Did they use the funds as specified in their application?
- Did they make an impact on the community?

Interview Comments/Questions:

Project #: ____ of ____

PART 2: REQUEST FOR FUNDING

____/50 points

Request for Funds:

____points

- New services or expanding services within Charles County?
- Provided specific services that will be offered in Charles County with funds requested from the County?
- Did the applicant supply data to back up the need for these specific services?
- Are these funds for a one-time project/start up program?
- Are they requesting funding for subsequent years?
- Provided total cost?
- Does the agency show a “need” for funding from Charles County?

Interview Comments/Questions:

Collaboration

____points

- Are they leveraging fund for other grants?
- Other funding sources?
- Partner organization working on project as well? ____Yes ____No
- Was documentation supplied to support partnership MOU(s) is in place?

Interview Comments/Questions:

Project #: ____ of ____

Outcomes/Evaluation

_____ points

- Are outcomes provided?
- Do the outcomes listed match the budget/report summary form #17?
- Are the outcomes measurable?
- Are the outcomes achievable with funding request?

Interview Comments/Questions:

Project Budget

_____ points

- Detailed budget provided?
- Does it match funds requested in Part 2?
- Is it realistic?

Interview Comments/Questions: