

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: <i>WHO ARE YOU AS AN ORGANIZATION?</i>	
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? Please identify if the community partners you have named are confirmed or prospective.
COMMUNITY NEEDS: <i>HOW ARE YOU SUPPORTING YOUR COMMUNITY?</i>	
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 engage them in the planning and implementation program? Include information on outreach and recruitment of participants Q5. What evidence exists to determine this project is needed (specific, local needs information) and does not duplicate any existing service? Q7. Why did you choose this approach to addressing the identified need? Please describe how your project activities will lead to the outcomes you are anticipating, identifying any best practice information, if available, or innovation. Q8. How many unique individuals will your project serve directly?
EQUITY, DIVERSITY & INCLUSION: <i>HOW WILL THIS FUNDING SUPPORT EDI?</i>	
To what extent will the funding support one or more equity-deserving groups?	Q9. Providing specific examples, describe how your organization has operationalized your commitment to Equity, Diversity and Inclusion and Truth and Reconciliation. Q10. How is the principle of "nothing about us without us" reflected in your proposed project? Include a description of how you have engaged equity-deserving groups in planning and implementation?

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 what you want to achieve, the activities you will undertake, and timelines Q6. 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 extent 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 aligned with anticipated outcomes, and informed by community need or best practices? (Q6 & Q7)	☐ 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? (Q8, Q11 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 and Truth and Reconciliation? (Q9 & Q10)	☐ To no extent ☐ To little extent ☐ To some extent ☐ To a large extent
To what extent has the organization engaged equity-deserving community members in the planning and implementation of this initiative? (Q9 & 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? (Q6)	☐ To no extent ☐ To little extent ☐ To some extent ☐ To a large extent
To what extent is 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	/48

Comments: