

Proposal Evaluation Tool

Members of Impact 100 Baldwin County will use this questionnaire as one tool to help them evaluate your proposal

Eligibility: *(If any question is answered “no”, your proposal will be referred to the Grant Committee Chair to determine if it should be disqualified.)*

This grant proposal:

- Is not to cover general operating expenses, overhead, interim or bridge funding
- Is not for debt reduction or operational deficits
- Is not for endowment funding
- Is not a grant to an individual
- Is not for capital improvement or renovations to a property that the organization does not own or have at least a five-year lease or written agreement
- Does not support partisan, legislative, or political activity
- Does not request funding to pay a grant writer
- Is not a project of an individual church, religious organization or body of worship for its own benefit
- Does not **require** participation in faith-based activities to receive benefits of the grant
- Is for a project which will be implemented in and serve primarily residents of Baldwin County
- Requires the funds be spent within 25 months and within Baldwin County.

Application Completion Check List:

- Has all requested organization data been provided?
- Has the organization included the local unit’s Financial Statements for their most recently completed fiscal year?
- Has the organization included a recent complete audit including auditor’s notes or its most recent 990?
- Has organization included their current operating budget?
- Has the organization submitted a 501(c)3 for all collaborating agencies?

Your project will be rated on a scale of 1-5 with 5 indicating the most favorable response.

Section One: Project Information

- Has all requested project data been provided?
- Has the applicant provided a complete and clear understanding of this project?
- Has the organization provided data to document Baldwin County's need for this project?
- Does the project address a need not met by others?
- How well will the project meet the stated need?
- Is the applicant qualified to meet the stated need or benefit?
- How feasible is the project? Can it be completed in the stated time frame?
- Does the project serve a significant number of people?
- Will the project have a long-term impact on Baldwin County?
- Are the assessment measures appropriate and adequate for the project?
- How well does the project fit the scope of the stated objectives of each focus area?
- Does the budget clearly and accurately detail the use of funds?
- Is the project budget reasonable and appropriate?
- If other funding sources are required to complete this project, is there a reasonable plan for acquiring them?

Section Two: Organization Information

- Does the summary of organization's history demonstrate a history of success?
- Does the organization have a clear mission?
- Are the descriptions of current programs and activities clear? Are they successful?
- Is this organization on its own or in cooperation with other organizations meeting significant needs in Baldwin Co.?
- Is the Board of Directors active in the operation and is it financially supportive of the organization?
- Is the organization well supported by volunteers from the community?
- Do the history and financial support of the organization indicate it will be able to manage a grant for the amount we are giving this year?
- Does the organization have adequate resources and qualified staff for overseeing the project?

Section Three: Required Financial Attachments

- Do the Financial Statements for the organization indicate it is financially sound and sustainable?
- Does the organization show adequate financial support/revenue to continue to function for the entire grant term?