

Recommended Grant Evaluation Criteria

The following scoring rubric will be used to evaluate the Maine Recovery Council’s (MRC) Community Grant applications that have been completed and submitted for consideration. Grant applications will be reviewed by a grant evaluation committee, comprised of members of the MRC and external grant evaluators. Each member of the committee will use this rubric to evaluate their grant applications, which will be assigned by the Coordinator or Council.

The committee will complete all grant evaluations independently through an online grant application portal. Evaluators will have access to all application questions at the time of completing their evaluation. This rubric includes both application and reviewer-only questions and will be re-arranged to match the application format.

Evaluators will have the opportunity to provide comments and feedback after each evaluation section. Evaluators are encouraged to highlight strengths and weaknesses and provide justification for their score.

Community Grant Application Evaluation Rubric - <i>DRAFT</i>		
1. Project Description – follows “Priority Strategy” questions		
Evaluation Question	Scoring Criteria	Total Points
Does the proposed project accurately reflect the project and align with selected priority strategy?	0 = No, project does not align with selected priority strategy - OR - 5 = Yes, project accurately aligns with a priority strategy	__/5
TOTAL POINTS		__/5
2. Use of Funds – follows “Approved Use(s) Assessment” section		
Proposed project provides a clear and accurate description of how project aligns with each Approved Use.	1 = Does not meet criteria or minimally aligns	__/5
Proposed project provides a clear and accurate description of how each Approved Use serves target population.	3 = Meets criteria, but requires additional clarification or lacks detail 5 = Meets or exceeds criteria, and response is clear, concise and coherent	__/5
TOTAL POINTS		__/10
3. Organization Capacity & Scope of Work– follows “Project Summary” questions		
Organization demonstrates the capacity to successfully implement the project and carry out proposed activities.		__/5

Organization demonstrates familiarity with the experience and needs of target population.		__/5
Project provides a clear and full explanation of how it will benefit the community.		__/5
Project is supported by evidence-based or evidence-informed practices.		__/5
TOTAL POINTS		__/20
4. Project Outcomes & Goals – follows “Project Activities & Timeline” section		
Project includes at least three comprehensive SMART goals that are specific, actionable and realistic.		__/5
Project demonstrates a logical progression from proposed activities to outcomes & goals.		__/5
Performance benchmarks and evaluation metrics are appropriate and achievable.		__/5
Project provides detailed description of staff experience, partnership development and collaboration.		__/5
TOTAL POINTS		__/20
5. Measures of Success – following “Project Implementation” section		
Project includes realistic plan to ensure project activities are sustained beyond funding period.		__/5
Organization has adequate resources to implement and support project activities within desired timeframe.		__/5
Proposal identifies realistic funding sources that can leverage MRC funds and help ensure sustainability beyond grant period.		__/5
TOTAL POINTS		__/15
6. Budget – following “Project Budget” section		
Budget narrative is clear, detailed and easy to understand; provides justification for each proposed expense.		__/5
Budget demonstrates a reasonable allocation of funds and expenses are justified in relation to the expected outcome/impact of project.		__/5

TOTAL POINTS		__/10
7. Overall Scores		
Project demonstrates a clear correlation to the MRC's mission and goals.	1 = Does not meet or minimally meets	__/5
Project demonstrates meaningful community engagement, collaboration and/or partnership.	3 = Meets criteria, requires additional clarification	__/5
Project identifies and addresses a unique or otherwise underserved/resourced community need.	5 = Meets or exceeds criteria, high-quality response	__/5
All application materials completed on time and without obvious errors.		__/5
TOTAL POINTS		__/20
TOTAL GRANT EVALUATION SCORE		__/100

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