

FY17 COMMUNITY ENHANCEMENT FUND SCORING MATRIX

APPLICANT: «Agency_Name»

REVIEWER CODE:

QUESTIONS: Call Fred Adom, 615-880-1035

Comments are required if you award less than half points possible, in a given section.

Item	Total Points Possible	Applicant Points Earned	Comments
<p>1. <u>Executive Summary – Not Scored – 0 pts.</u></p> <p>2. Capacity of the Applicant and Relevant Organizational Experience (10 points)</p> <p>Assessment: 0 Points if there is no Capacity section 0 Points if the Agency does not provide services to residents of Davidson County</p> <ul style="list-style-type: none"> • Is the mission described? • Is the length of time/history providing services to the population and the issue described in the selected Service Category clearly stated? • Are the backgrounds, roles and responsibilities of key management and program staff listed and described? • Did Applicant choose to list any special awards, recognitions, or achievements for their program? 	10		
<p>3. Problem & Target Population (15 points)</p> <p>Assessment: 0 Points if there is no Problem & Target Population section.</p> <ul style="list-style-type: none"> • Are the characteristics of the target population clearly described, including any relevant geographic indicators? Did they include any data sources for this information? • Is the target population's need as related to the Service Category clearly defined, using quantifiable measures? Did they include any data sources for this information? • Is it clear how the Applicant plans to document and present evidence of services provided to residents of Nashville/Davidson County? • For Community Service Applicants, has the Agency described how they will document that program beneficiaries are economically needy? 	15		

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<p>4. Service Gaps (15 points)</p> <p>Assessment: 0 Points if no response for Service Gaps.</p> <ul style="list-style-type: none"> • Are the services that are available to the target population from Metro Departments and/or local non-profit agencies described? Does the Applicant clearly describe how they currently coordinate with them? • Is the gap in services that their proposed program will address clearly described? 	15		
<p>5. Program Design (25 points)</p> <p>Assessment 0 Points if no response for Program Design.</p> <ul style="list-style-type: none"> • Does the program respond to the priorities stated in the Service Category definition? • Did they provide unduplicated number of people they intend to serve with this grant? • Did they list up to three primary measurable outcomes for those being served? • Did they describe what services and/or activities will be provided to the program's target population to achieve those outcomes? • Did they describe a typical day? • Did they describe the program's processes for collecting data and state the indicators that will be tracked to demonstrate that the outcomes have been achieved? • Did they note how the program uses volunteers? (This question is for informational purposes only and should not be factored into scoring.) <p><u>NAZA Description - Afterschool Programs Only</u></p> <ul style="list-style-type: none"> • Do they describe how the program will align with each of the five NAZA Design Factors: <ul style="list-style-type: none"> ○ Health, Safety and Environment ○ Relationships ○ Programming and Activities ○ Staffing and Professional Development ○ Administration 	25		

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<p>6. Leveraging and Collaboration of Community Resources (10 points)</p> <p>Assessment: 0 Points if there is no “Collaboration and Leveraging” section.</p> <ul style="list-style-type: none"> Does the Agency describe collaborative relationships they currently or will have with other community agencies that will enable them to be successful with the proposed program funded by the CEF grant? What roles do/will each of them play? If services are being provided by another agency pro-bono, have they named that agency and given the approximate dollar value of those services? If those services are being provided in exchange for the other agency’s services, is it described? 	10		
<p>7. Sustainability (10 points)</p> <p>Assessment: 0 Points if there is no “Sustainability” section.</p> <ul style="list-style-type: none"> Does the Agency describe efforts to increase and/or diversify program resources and any strategies for capacity building, including grant opportunities, fund raising activities, partnerships, collaborations, volunteer recruitment, etc.? Do they describe how they will continue these services should the level of funding change? 	10		

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<p>Spending Plan and Spending Plan Narrative (15 points)</p> <p>Assessment: 0 Points if either the Spending Plan or the Spending Plan Narrative is absent.</p> <p>Spending Plan:</p> <ul style="list-style-type: none"> • Do the figures add up? • Does the Plan include costs for everything included in the Program Narrative? • Are there items in the Spending Plan which are not mentioned in the Program Narrative? • Do the costs seem realistic, given the scale of the program (e.g., the proposed number of clients served or units of service delivered)? • What is the role of non-Metro funding in the program? • How much “bang for the buck” does the program appear to be proposing from the investment of Metro funds? That is, do the outcomes proposed seem to be worth the dollars to be invested? <p>Spending Plan Narrative:</p> <ul style="list-style-type: none"> • Is it consistent with the Spending Plan itself? • Does it provide an explanation for how costs were calculated? • Does it justify the necessity for the inclusion of the items in the Spending Plan? 	15		
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