



**CITY AND COUNTY OF BROOMFIELD
HEALTH AND HUMAN SERVICES DEPARTMENT
2010 GRANT EVALUATION FORM**

BASIC REQUIREMENTS:

The following are required for the organization to be considered.

- ◆ 2010 Grant Application and all required attachments.
- ◆ The agency must be a 501(c)3.
- ◆ The agency must provide health-related services and/or human services to Broomfield residents.

SCORING CRITERIA:

The following are the criteria by which each proposal shall be evaluated and scored. Please use the Evaluation Score sheet to record your scores, comments, and recommended funding level for each agency.

1. AGENCY MISSION AND CAPACITY (10 points)

Rate the proposal on the extent to which:

- a. The organization's purpose or mission aligns with and/or supports that of the Broomfield Health and Human Services Department.
- b. The organization demonstrated a sufficient history of providing uninterrupted, quality services (and prospects for continued service) to the Broomfield community.
- c. The organization collaborates with other Broomfield community organizations, businesses, schools, etc.
- d. The organization adequately described the role, responsibilities, and effectiveness of its governing board.

2. PROPOSED SERVICES/PROJECT (30 points)

Evaluate the extent to which the agency demonstrated the following:

- a. Plan for provision of proposed services is reasonable and adequate in terms of the population to be served or problem to be addressed.
- b. Goals and objectives of the program are clearly stated, measurable, realistic, and timely.
- c. Proposed services are located in Broomfield and/or the organization clearly demonstrated that Broomfield residents will be able to readily access proposed services.
- d. Proposed number of paid staff and volunteer hours are sufficient to deliver the proposed services.
- e. The organization has clearly identified the target population for the proposed services.
- f. The estimated number of Broomfield residents to be served is adequate and reasonable given the services to be provided and the specific segment(s) of the population to be served.
- g. The timeline for the project is realistic and fits within the timeframe of this grant.
- h. Potential or perceived barriers to Broomfield residents receiving services (transportation, location) were sufficiently addressed.

3. PLANNING AND EVALUATION (25 points)

Rate the proposal on the extent to which:

- a. The organization demonstrated that it engages in strategic planning or other type of planning activities to proactively identify and plan for future challenges and opportunities.
- b. The organization's definition and measurement of success accurately reflects generally accepted program standards.
- c. The organization provided sufficient performance data to demonstrate that its services have positively impacted Broomfield and/or its residents. (OR if the agency is proposing to provide services to Broomfield for the first time, the agency has demonstrated that it has positively impacted its previous clients.)
- d. The evaluation methods to be utilized for this grant will adequately and accurately measure the organization's impact on its target population and Broomfield, specifically.
- e. The organization provided assurance that it will submit accurate and timely reports about the impact of the proposed services on Broomfield to the City and County of Broomfield.

4. DEMONSTRATED NEED FOR PROPOSED SERVICES (25 points)

Rate the proposal on the extent to which:

- a. The organization clearly identified and provided substantiating data (e.g., needs assessment, community focus groups, etc.) to demonstrate a health and/or human service gap or need within the Broomfield community.
- b. The organization demonstrated that the proposed services will address the identified health and/or human service need or gap within Broomfield.
- c. Proposed services are a high priority in the community given the current state of affairs (i.e., they fill a critical need with regard to current economic, social, environmental, or health-related factors).
- d. The organization demonstrated that the proposed services are not provided by other organizations in the community or the organization sufficiently addressed any perceived duplication of services if another organization provides the same or similar services to Broomfield residents. (Organization must demonstrate that its services are not duplicative but fill a gap in some way.)

5. BUDGET/FINANCIAL SUSTAINABILITY (10 points)

Rate the proposal on the extent to which:

- a. The cost per Broomfield resident served by the agency is reasonable and appropriate for the service(s) being provided and the population to be served.
- b. The ratio of this grant request to the overall agency operating budget is reasonable and appropriate (i.e., the agency does not rely too heavily on City and County of Broomfield funds and/or has included strategies for obtaining other sources of funds to demonstrate financial sustainability).
- c. The agency has appropriate financial systems in place to ensure accurate tracking and reporting requirements for these funds.
- d. Adequate long term financial sources and strategies are identified to continue service provision beyond grant year.