

Grading the Annual Grant

Grant applications are graded by the six members of the Review Committee based on the following criteria. The weight of each section is noted. Grades are added together and averaged to obtain the final grade for each application upon which funds are awarded.

1. **General – 0-10 points – Score** _____

- Did they follow the instructions in preparing the application?
- Did they ask for the correct amount of funds? Operating – no more than \$20,000, Event – No more than \$15,000
- Are the following attachments included:
 1. One page narrative about the organization and its program.
 2. One page marketing plan for this project.
 3. A list of the board members (or executive committee) with addresses and phone numbers.
 4. A resume of the project director (this is only necessary if the director is new).

2. **Organization – 0-10 points – Score** _____

- Does the organization appear to be stable?
- Do they appear to have the staff and volunteers to complete this project?
- Diversity – Are the individuals to be served representative of our community?

3. **Project – 0-50 points – Score** _____

- Does the project fulfill their stated mission statement?
- Does the narrative explain what the project is and how it will be completed?
- Does the project support the arts or humanities?
- Does the project indicate an appeal for individuals outside Odessa?
- Will there be sufficient marketing of the project?
- Do they have specific goals and a process for evaluating success or failure?
- Does the application indicate thought and planning or a “give me the money and then I’ll decide how to use it” attitude?

4. **Finances – 0-30 points – Score** _____

A. **Project Budget**

- Is the requested amount reasonable in terms of the total project cost?
- Does the application indicate financial resources other than this request?
- Is there budget detail if necessary and is it understandable?
- Does the budget indicate a 1:1 match?
- Are any OCA&H funds to be used for capital improvements, building construction/renovation, property & equipment or utilities? (If so the grant is disqualified.)

B. **General Finances**

- Did the organization’s actual figures for last year come close to their budget? If not, did they adjust the current budget?

- Are they getting grant funds other than OCA&H?
- Are they raising funds from benefits, individuals & sponsors?
- Are their memberships remaining stable?
- Are their actual expenses close to or more than their actual income for last year?
- Have they included sufficient funds for marketing in the budget? Did they spend it?
- Do you believe their finances are stable?

5. Points

1. General	_____	Maximum 10 points
2. Organization	_____	Maximum 10 points
3. Project	_____	Maximum 50 points
4. Finances	_____	Maximum 30 points
 Total	 _____	 Maximum 100 points