

Community Grants Application – Evaluation Matrix

General Eligibility:

Each application must be evaluated upon receipt for eligibility and completeness prior to scoring. The following criteria must be met to be deemed a complete applicant and reviewed by the evaluation team.

- ✓ The project is related to activities which will be provided within the Town of Smiths Falls;
- ✓ All sections of the application have been fully completed and financial statements have been provided (if applicable);
- ✓ The funding is related to one of the five Program Priorities;
- ✓ The person or organization has no political affiliations;
- ✓ Funding will not be used for third- party fundraising activities;
- ✓ Funding will not be used to for the promotion and/or required adherence to faith based activities;
- ✓ A completed Final Report from any previous grants has been received (if applicable); and
- ✓ No outstanding litigation or balances owing to the Town of Smiths Falls.

Funding Calculations: Eligible NET funding will be the difference between eligible expenses minus revenues up to 50% thereof to the maximum applicant type caps. (ex. (\$100 – \$50 = \$50) / 50% = \$25 total funding eligibility).

General Information	
Name of Organization/Individual:	
Name of Project:	
Funding Amount Requested: \$	Application #:
Program Priorities	
Community Grants Program funding will have a focus on one of the following key areas: ☐ Community and Social Services ☐ Events and Festivals ☐ Arts and Culture Education and Programs ☐ Environmental Education and Programs ☐ Sports and Recreation Activities and Programs ☐ Minor Capital Priority will be placed on projects that are responsive to the needs of a diverse population with emphasis on projects that target underserved and equity seeking populations (select all that apply): ☐ Living with disabilities ☐ Racialized, newcomers or immigrants ☐ Low incomes earners (including Seniors) ☐ Children and/or Youth	

Matrix for Application Evaluation of Organizational Capacity or Social Service Programs					
Criteria	0	1	2	3	Score
The organization or program currently supports significant community needs or intends to fill a service/program gap	Similar orgs/ services already available	Continued service/program currently supports minor community needs	Continued service/program currently supports some community needs	Provides new services/ support significant community needs	
The purpose of the project has clear objectives, targets and outcomes.	none specified	somewhat defined	mostly defined	clear and well defined	
The application outlines a diverse funding base and a sustainable organization.	Not sustainable	Somewhat sustainable	The majority of funds are sustainable	Sustainable	
The Project will support a significant proportion of citizens	Support less than ¼ population	Support less than ½ population	Will support ¾ of the population	Will support all residents	
The project will be provided at no cost to the general population.	Large cost to participate (\$\$\$+)	Some cost to participate (\$\$)	Minimal cost to participate (\$)	No cost of participation (Free)	
The project or service is not or would not otherwise be provided in the community without funding.	Provided by multiple entities	Provided by some entities	Provided by limited entities	Not currently provided	
The applicant has provided a budget that indicates a viable and a realistic plan	No budget attached	Covers basic expenses and revenues	Balanced and realistic	Viable and sustainable plan	
Has demonstrated revenue generating capability to fund / sustain the service or event on its own.	Relying solely on Town funding	Pending financial support	Confirmed support from at least one other source	Confirmed support from multiple sources	
The organization demonstrates proven partnership development and resource sharing background	Has never partnered with other groups	Has worked with one other partner	Has demonstrated partnerships and resource sharing	Extensively works with other groups to share resources	
Project is responsive to the needs of underserved and equity seeking populations:	Does not directly / specifically support any group	Supports 1 group	Supports 2 or more groups	Supports all 4 groups	
Total Score (out of possible 30 points)					

Matrix for Application Evaluation of Community Events, Activations and Cultural Programs					
Criteria	0	1	2	3	Score
Assessment of the creativity, originality, and overall quality of the program or event	Many other similar programs or activations	Limited other similar experiences	Creative new concept of good quality and visitor attraction potential	Creative and unique continued concept of high quality	
The purpose of the project has clear objectives, targets and outcomes.	none specified	somewhat defined	mostly defined	clear and well defined	
The application outlines a diverse funding base and a sustainable organization.	Not sustainable	Somewhat sustainable	The majority of funds are sustainable	Sustainable	
The project will support a significant proportion of citizens	Support less than ¼ population	Support less than ½ population	Will support ¾ of the population	Will support all residents	
Potential for attracting visitors from outside the local area, enhancing tourism and local visibility.	Mainly geared to local residents	For local residents with potential to attract local area visitors	New or Continued program proven to attract visitors from inside Lanark County	New or Continued program proven to attract visitors from outside Lanark County	
The project will be provided at no cost to the general population (Free event/program)	Large cost to participate (\$\$\$+)	Some cost to participate (\$\$)	Minimal cost to participate (\$)	No cost of participation (Free)	
The program or event is not or would not otherwise be provided in the community without funding.	Provided by multiple entities	Provided by some entities	Provided by limited entities	Not currently provided	
The applicant has provided a budget that indicates a viable and a realistic plan and costs	No budget attached	Covers basic expenses and revenues	Balanced and realistic	Viable and sustainable plan	
Has demonstrated revenue generating capability to fund / sustain the program or event on its own.	Relying solely on Town funding	Pending financial support	Confirmed support from at least one other source	Confirmed support from multiple sources	
The project demonstrates proven partnership development and resource sharing background	Has never partnered with other groups	Has worked with one other partner	Demonstrated partnerships and resource sharing	Extensively works with other groups/ shared resources	
Project is responsive to the needs of underserved and equity seeking populations:	Does not directly support	Supports 1 group	Supports 2 or more groups	Supports all 4 groups	
Total Score (out of possible 33 points)					