

Reviewer Name: \_\_\_\_\_  
 Review Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Requested Amount: \$ \_\_\_\_\_

Application must meet all eligibility and completion requirements as identified in Section I. If an application is deemed ineligible or incomplete, no further review is required.

For Section II and III, the following scale applies: 1 = Poor, 2 = Fair, 3 = Good, 4 = Excellent. An application score is compiled by summing the scores in Sections II and III. Section IV may be utilized to further delineate between application scores.

## I. ELGIBILITY AND COMPLETENESS:

1. Applicant has non-profit, 501(c)(3) tax exempt Status: \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Activities identified in the application are eligible for funding (check the one that applies): \_\_\_\_\_ Yes \_\_\_\_\_ No
  - New programs with a strong and realistic plan for success
  - Continuation or expansion of existing programs with a history of success
  - New, small-scale capital projects

3. Activities identified in application will serve City of Fitchburg residents in one or more of the following priority neighborhoods, per the below map (check all that apply): \_\_\_\_\_ Yes \_\_\_\_\_ No



- Verona Road West (VRW) – Amount of funds requested: \$ \_\_\_\_\_
- Belmar/Renaissance on the Park (BRP) – Amount of funds requested: \$ \_\_\_\_\_
- North Fish Hatchery Road (NFH) – Amount of funds requested: \$ \_\_\_\_\_
- Southdale – Amount of funds requested: \$ \_\_\_\_\_

4. Activities identified in application will serve one or more of the following grant focus areas (check all that apply): \_\_\_\_\_ Yes \_\_\_\_\_ No

- Youth mentoring
- Youth education
- Adult education/workforce development
- Food security
- Neighborhood/community-building and engagement

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**II. GENERAL APPLICATION MATERIALS CRITERIA:**

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|---|---|---|---|---|
| 1. Describes, in specific detail, purpose, activities, and personnel roles: | 1 | 2 | 3 | 4 |
| 2. Presents, in specific detail, funding plan and budget:                   | 1 | 2 | 3 | 4 |
| 3. Overall thoroughness and completeness of application materials:          | 1 | 2 | 3 | 4 |

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**III. SPECIFIC PROJECT EVALUATION CRITERIA:**

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|---|---|---|---|---|
| 1. Significance of issues addressed and how well the proposal addresses those issues: | 1 | 2 | 3 | 4 |
| 2. Sustainable outcomes:  | 1 | 2 | 3 | 4 |
| 3. Effective and meaningful outcome measurement and indicators:                       | 1 | 2 | 3 | 4 |
| 4. Aligns with the HNI Strategic Plan:  | 1 | 2 | 3 | 4 |
| 5. Promotes individual or family stability and/or encourages community engagement:    | 1 | 2 | 3 | 4 |
| 6. Coordination/collaboration with other relevant partners:                           | 1 | 2 | 3 | 4 |
| 7. Innovation:  | 1 | 2 | 3 | 4 |

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**IV. ORGANIZATIONAL CAPABILITY CRITERIA:**

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|--|----------|---------|---|---|---|---|
| 1. Match amount and proportion to amount requested (applicants are expected to seek additional funds to accomplish project goals): | \$ _____ | _____ % | 1 | 2 | 3 | 4 |
| 2. History of successfully completing grant projects   |          |         | 1 | 2 | 3 | 4 |
| 3. Demonstrated community support for the project  |          |         | 1 | 2 | 3 | 4 |
| 4. Significant strengths/weakness:   |          |         |   |   |   |   |

Describe below: \_\_\_\_\_

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**V. SCORE, FUNDING RECOMMENDATION AND FUNDING AMOUNT:**

1. Score: \_\_\_\_\_ / 52
  2. Funding recommendation \_\_\_\_\_ Yes \_\_\_\_\_ No
  3. If Yes to 2., identify funding amount: \$ \_\_\_\_\_
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**BONUS**

1. Project includes all or partial programming at 5520 Traceway Dr (The Hub) that increases access for neighborhood residents \_\_\_\_\_ / 5
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**NOTES:**

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