



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 application and reviewed by the Community Grants Working Group:

- The organization is incorporated or working with an incorporated organization.
- The organization (or sponsoring organization) has been in operation for at least one year.
- The organization has not submitted more than one application for the current funding window.
- The organization is not currently in receipt of a Lanark County Community Grant for program funding.
- The applicant has fulfilled the reporting requirement (applicable only to those applicants who have previously received a Lanark County Community Grant).
- The application is **not** a request to:
 - Cover deficits or retire debts
 - Replace current program funding
 - Provide endowment funds
 - For sectarian, religious, or political purposes
 - From an individual (not sponsored by an incorporated organization)
 - Provide money for fundraising activities
 - Support recurring operating expenses of established organizations or programs
 - To fund projects/events that are already completed
 - That duplicates an existing program
 - Fund 100% of the budget of an activity

General Information	
Name of Organization:	
Type of Grant:	<input type="checkbox"/> Project Grant <input type="checkbox"/> Program Grant
Name of Project:	
Funding Amount Requested: \$	Total Project Budget: \$
Community Grant Priorities	
Community Grants Program funding will have a focus on one of the key areas (identified by Council):	
<input type="checkbox"/> Focus Area 1	
<input type="checkbox"/> Focus Area 2	

Matrix for Application Evaluation

Criteria		0	1	2	3	Score
Merit of Funding	Demonstrates how funding request provides a social, economic, or environmental benefit to the County of Lanark, its Citizens or taxpayers and/or supports the County's strategic priorities	Does not demonstrate benefits the County or support priorities	Little evidence of how this project will enhance or impact the community	Some evidence of significant impact	Very evident how this project will enhance the community	
	Aligns with Council's goals and objectives	Does not meet	Minimal alignment	Similar alignment	In true alignment	
	Community need/demand for proposed activity or service exists	Does not speak to community need	Not well defined and is not supported	Generally defined and supported with some data	Clearly defined and supported with substantial data	
	Does not duplicate successful efforts that already exist in the community	Provided by multiple entities	Provided by some entities	Provided by limited entities	Not currently provided	
	Community support exists through collaboration or partnerships with other organizations	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	
	Benefits a wide audience	Does not directly/specifically support any group	Serves a very small number/sector of the population (less than ¼)	Serves a limited number/sector of the population (less than ½)	Impacts and includes broad-based population (more than ½)	
Applicant Profile Supports Community Service	Likelihood of success (has the ability and capacity to complete the activity or service)	Insufficient information about project activities, budget or personnel to gauge success	Project unlikely to be achieved with stated activities, budget or personnel	Some gaps in project activities, personnel or budget but project likely achievable	Personnel, project activities and budget consistent with successful project	
	Experience of the applicant in delivering similar program/service/event/activity	No previous experience	Limited previous experience (1 yr)	Some previous experience (2-4 yrs)	Extensive previous experience (5 yrs+)	
	Ability of applicant to leverage other funding support, including matching funding from other levels of government	Relying solely on Lanark County funding	Pending financial support	Confirmed support from at least one other source	Confirmed support from multiple sources	
	Mission of the applicant and volunteer support	Not included	Poorly stated	Included but not strong or specific – no data provided	Clear and specific – data provided	
Financial Plan and Need	Sound financial management and revenue generation (accurate records, realistic and responsible budget, various sources of income)	No budget attached	Covers basic expenses and revenues	Balanced and realistic	Viable and sustainable plan	
	Financial need (leveraging of funds, seed money, inability to fund on their own through own resources or alternative revenue generation)	Unable to fund project without community grant funding	Limited own resources or alternative revenue generation	Own resources and some alternative revenue generation	Leveraging of matching funds (government or private)	
	Clarity on how the contribution will be used	None specified	Somewhat defined	Mostly defined	Clear objectives, targets and outcomes	
Total Score (out of 39)						
Funding Recommendation						\$

