



## 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 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 (please note, any of these items would make your application ineligible):
  - 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
  - From a municipality for municipal services, events or programs
  - Fund salaries and benefits, unless the salaries and benefits apply to startup programs or projects, for which a maximum of 50% of the total budget may be allocated to salaries and benefits. For greater clarity, startup programs or projects, are programs or projects that are not currently provided by the applicant organization.

<b>General Information</b>	
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: \$
<b>Community Grant Priorities</b>	
Community Grants Program funding will have a focus on one of the key areas (identified by Council):	
<input type="checkbox"/> Tourism and Economic Development	
<input type="checkbox"/> Equity, Diversity and Inclusion	

\*\*Intentionally left blank. Scoring matrix begins on next page.

### Matrix for Application Evaluation

Criteria		0	1	2	3	Score	
<b>Merit of Funding</b>	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)		
<b>Applicant Profile Supports Community Service</b>	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		
<b>Financial Plan and Need</b>	Sound financial management and revenue generation (accurate records, realistic and responsible budget, various sources of income)	Insufficient information provided	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		
		<b>Total Score (out of 39)</b>					
		<b>Funding Recommendation</b>					\$