

Evaluation Criteria					Points	Max
Each section will be scored by the individual reviewer	EXEMPLARY	ADEQUATE	MARGINAL	MISSING/ INCOMPLETE		
		5 points	3 -4 points	1 -2 points	0 points	
	Stated with concise, high-quality explanation	Stated with adequate explanation	Stated with vague or no explanation	Did not address		
B. Organizational Profile 20 Points	Organization mission and funding request are aligned, diversity of board membership reflects population served, extensive experience, clearly identifies hiring plan.	Organization mission and funding request are partially aligned, board partially or attempts to reflect the population served, some experience, hiring plan is partially described.	Unclear if mission and funding request align, board doesn't reflect population served, little experience, hiring plan is unclear.			
1) Agency mission and purpose align with funding purpose and priority area.						5
2) Describe board membership and how the board is reflective of the target population and proposed program (time served, vacancy, reflective of the community, etc).						5
3) Agency demonstrates experience to effectively operate the proposed program.						5
4) Describe your onboarding process and program implementation timeline across the organization and for this program.						5
C. Community Need 20 Points	Clearly describes the need for services in Pinellas, why it is important to the community and why current funding does not meet the need. Research is current and specific to the program/need described (surveys, waitlists, internal metrics, etc.). When appropriate lists relevant community partners with defined roles who add value to the proposed program and/or are considerate of existing programs.	Describes the need and why it is important to the community without consideration of current services or programs, research is not timely or not specific to the program, community partners are somewhat defined.	Describes a vague or unclear need and value to the community, research is not timely or not specific to the program or Pinellas, community partners are not defined when they should be or unclear connection to the community the proposed program serves.			
1) Needs are clearly identified, assessment of need(s) is thorough and specific to Pinellas County.						5
2) Specific data or research is used to support the assessment.						5
3) Question is a drop down to pick if program is new or is expanding capacity. No points will be assessed for this question.						-
4) Application demonstrates that other funding is not available to support the proposed services, that additional capacity is critical and appropriate for the funding amount, and/or that the program has been successful and continuation funding is warranted.						5
5) Proposed program coordinates with existing programs to avoid duplication and promote efficiency and service connection. If program is working with partners please include a collaborative letter showing how both sides would be working on project.						5

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D. Scope of Services 30 Points	Clearly describes all program components, nothing is unanswered or unclear. The service model, location/service area, staffing models/use of volunteers, etc is best suited for the target population. Proposed Program maximizes service delivery, and staff credentials are aligned with the with target population to be served. Proposed program has a clear impact and/or resolves the community need defined in the application.	Describes most program components, somethings are unclear or unanswered, target population does not fit, service model, location days/hours/staffing models are not defined/use of volunteers, staff experience with target population is limited. Proposed program does not clearly impact or resolve the defined community need.	Describes program components minimally, many things are unclear or unanswered, target population, service model, location days/hours/staffing models are not defined, staff experience with target population is minimal. Proposed program does not align with or effect the define community need.			
1) Services to be delivered are clearly identified.						5
2) Target population and eligibility criteria are clearly defined.						5
3) Geographic service area and hours and days are appropriate for the proposed program.						5
4) Staff membership reflects experience to support the proposed program.						5
5) Target service units are identified and reasonable based upon described program.						5
6) Applicability to the proposed priority area is clear. Service model is effective and efficient, and applicability to the target population is demonstrated.						5
E. Program Outcome and Goals 15 Points	Goals are SMART, measurable numbers and percentages degree of change is significant, measurement tools are clearly described, be free of mathematical errors. Goals and metrics provide adequate measure of success or impact.	Goals are defined but not SMART, measurable numbers and percentages degree of change is moderate, measurement tools are moderately described, minimal mathematical errors.	Goals are mentioned but not SMART or well defined, measurable numbers and percentages degree of change is minimal, measurement tools are somewhat described, mathematical errors.			
1) Proposed outcomes are appropriate to demonstrate program success (Goals are SMART).						5
2) Qualitative and/or quantitative indicators are identified and appropriate to measure the identified outcomes.						5
3) Measurement intervals and collection methods are appropriate for program duration and provide accurate analysis and reporting.						5

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F. Budget and Expenditure Report 15 Points	Budget is balanced, justifiable and able to support the program, reasonable and reflective of actual need, provides detailed information about how the grant award will be used for the program, well thought-out planning for sustainability. Budget is aligned with local costs for similar services and/or proposed service levels.	Budget is defined and should be able to support the program, vague and not reflective of actual need, provides limited information about how the grant award will be used for the program, some planning for sustainability.	Budget is included but hard to follow, unclear and not reflective of actual need, provides unclear information about how the grant award will be used for the program, minimal or no planning for sustainability			
1) Budget and operational narrative clearly defines line-item cost, salary, and/or unit cost as required and is reasonable.						5
2) Budget is specific to program and demonstrates applicant’s ability to provide services within the allocated funding.						5
3) Sufficient details show proposed costs are reasonable and allocable for the program.						5
Merit Review Score						100

SAFAB Committee Deliberation (10 points possible)