Project Grant Evaluation Criteria

City of Thunder Bay – Community, Youth & Cultural Funding Program

Completion (5 points – minimum of 3 needed to continue with evaluation)
- All applicable fields are completed (including any potential follow-up from program staff)
- Applicant contacted a program supervisor prior to submission
- Attachments, including a budget and any notes to the budget, are included
- Application contents follow Program Guidelines & Criteria

Project Description/Plan (10 points)
- Project and budget are well-planned
- Project is not part of organization/artist's ongoing annual activities
- Reasonable assurance that the project will be ready for indicated timeframe
- Project type fits the eligibility criteria (general and for relevant focus area)

Project Need (25 points)
- Demonstrated need for project (eg. Fills a gap in programming/service in the community, enhances quality of life for residents)
- Demonstrated need for and impact of funding
- Aligns with City strategies/priorities
- Evidence of financial need for project

Financial Information (10 points)
- Project budget balances
- Appropriate use of requested funds
- Higher score = evidence of additional sources of revenue (other grants, sponsorships, fees, and/or fundraising)

Capacity (5 points)
- Demonstrated capacity to take on a project of this nature (appropriately resourced with staff and/or volunteers, partnerships are well-planned and applicant demonstrates accountability)
- Applicant has good track record of providing successful programs/services

TOTAL POINTS FOR EVALUATION: 55