

## COMMITTEE ROLE

The role of the selection committee is to review and score submitted grant applications based on the provided evaluation criteria and utilizing the score sheet. Committee members will convene to discuss the reviewed proposals and develop a list of recommendations for funding. Staff will then work with recommended applicants to fully develop a scope of work and grant contracts in line with the Committee's recommendations. Final grantees and award amounts may vary depending on new information that may arise during the contracting process.

## EVALUATION CRITERIA

Safer Portland Selection Committee members are expected to review and evaluate every application using the initiative's established Evaluation Criteria.

Below are the descriptions of the criteria for Committee members to use in evaluating and scoring the applications. It's important for every Committee member to evaluate and score proposed projects using the same criteria so that funding decisions are made within the context of the specific criteria established and published for the grant program. Do not compare applications but score based on how the application meets the established criteria.

Applications that meet baseline eligibility requirements are forwarded to every Committee member for review using the following criteria:

### **Minimum Requirements:**

Applications which fulfill the following minimum requirements will be moved forward to Grant Review Committee and considered for funding:

- Grant application, sections left blank without explanation or incomplete sections or information may disqualify application.
- Contact information for lead staff person must be up-to-date and complete.
- Complete project budget. A missing or incomplete budget may disqualify applicant.
- Application is filled out accurately.

*Providing falsified information will automatically disqualify application.*

### **Scoring Criteria and Levels:**

Proposals will be ranked per the quality of the application as a whole, and how well the specified criteria are addressed. The committee will score from 0-4 for each criterion:

### **Background and Mission of Organization**

Questions to consider:

Is the organization's mission in alignment with the mission of reducing gun violence?

### **Describe the scope of your project/program? What is the need for the project Program?**

Questions to consider:

After reading the response, do you understand what the need is and how the program will accomplish that need? Does the project/program clearly match their intended goal.

- Preventative programs, workshops, and events
- Flexible funds for direct community assistance/services
- Youth and Adult Mediation & Mentoring programs
- Arts & Culture or Recreational Violence preventative programs
- Aftercare support funds for families of victims; and
- Workforce development or job training and placement

### **Beneficiaries**

#### **What community would this program benefit? How is this community affected by gun violence?**

Questions to consider:

Does the applicant clearly identify a community impacted by gun violence? Do they draw a link between the community they are serving and how the program benefits individuals impacted by gun violence?

### **Data tracking**

How does your organization and/or this specific project/program align with the City's anti-racism and equity goals?

Questions to consider:

Does the applicant clearly explain how their program explicitly meets the City's anti-racism and equity goals?

#### **What are the expected results for this project/program? This includes: Output measures – What are the activities to be completed?**

Question to consider:

Do the output measures align with the stated goal of the application? Do the efforts seem reasonable for the budget and timeline?

What data will you collect to show progress? (For example, how many people do you plan to serve?) and Outcome measures – what is the expected impact of these activities? (max. 300 words)

Question to consider:

Does the applicant clearly state the data they will be collecting and how it will measure success? Does the applicant articulate through the data they will be collecting how their project/program will meet the needs of the community they say they will be serving? Does the applicant tie this program to outcomes in reducing gun violence?

What are the major milestones that should be accomplished along the way? (max. 300 words) and What is the anticipated timeline for accomplishing these milestones? (max. 50 words)

Questions to consider:

Milestones are clear and reasonable timelines are set. Milestones show the progress for the goal they are intending to meet. Milestones are not tasks.

### **Project/Program Budget**

Questions to consider:

Has the applicant demonstrated a strong understanding of the elements and resources needed to design and deliver the project (from both a programmatic and budget perspective)?

[4 Excellent] [3 Good] [2 Fair] [1 Poor] [0 Unacceptable]

**Excellent:** Project is thoroughly described leaving no doubt as to the intention of project. Narrative indicates a well-planned project with purpose, a well-defined need and description of who benefits and how it meets city's core measures.

**Good:** Similar to above but lacking detail about the project description, purpose and/or justification. Has description of who benefits and how it meets city's core measures.

**Fair:** Project intent is stated, but narrative description is limited, leaving questions regarding certain aspects of the project.

**Poor:** Project intent is vague and poorly planned. Needs are not well-defined. Planning and preparing for this work appear to have been an afterthought.

**Unacceptable:** Project intent is not stated. Narrative does not have specific focus. Serious doubt as to whether applicant could successfully implement the project.