

LOI Grading Rubric

Perfect score = 100 pts; total possible 110 pts

| Points | Area | Questions to use when measuring: |
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| Organization background and statement of need – 20 pts | | |
| 5 pts | Mission Statement | <ol style="list-style-type: none"> 1. Is organization's mission statement included? 2. Is mission statement clear and concise? |
| 15 pts | Statement of need for program/services | <ol style="list-style-type: none"> 1. Is statement of need limited to three paragraphs? 2. Is pertinent statistical information, including local data, included? 3. Is the need compelling? |
| Program Description – 60 pts | | |
| 25 pts | Description of Program | <ol style="list-style-type: none"> 1. Is target population clearly identified? 2. Are goals listed? 3. Does description include how program/services will be implemented/delivered? 4. Are staffing and/or volunteer resources identified? 5. Is it clear whether the program is ongoing or short-term? |
| 20 pts | Impact on identified Focus Area and/or Critical Issue | <ol style="list-style-type: none"> 1. Does the program fit into the identified Focus Area and/or does it appear to address the identified Critical Issue? 2. Does the program description outline how the program will impact the Focus Area and/or Critical Issue? |
| 15 pts | Capacity of organization to deliver program/services | <ol style="list-style-type: none"> 1. Is it clear that the organization can manage the proposed program? 2. Does it appear that the appropriate staff are in place, both in number and by qualifications? 3. Does the organization have the appropriate systems, programmatic and financial, to manage the grant funds and fulfill United Way's reporting requirements? 4. If a faith-based organization: <ol style="list-style-type: none"> a. has the organization been in existence at least 10 years? b. does the narrative include a description of the organization's internal controls, and a copy of its organizational chart? |
| 10 Pts (extra) | Collaboration Definition: Collaboration is achieved when 2 or more groups have shared planning, programs, funding or resources to achieve goals greater than could be achieved alone. | <ol style="list-style-type: none"> 1. Does the proposed program/project meet the definition of collaboration? 2. Are the collaborating organizations identified? 3. Are their roles and responsibilities briefly outlined? 4. Is it clear how this collaboration benefits the program, and the participating organizations? 5. Is it clear how the collaboration benefits the community? |
| Outcomes – 20 pts | | |
| 20 pts | Outcomes | <ol style="list-style-type: none"> 1. Are outcomes clearly identified? |

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| | | <ol style="list-style-type: none">2. Do outcomes seem reasonable and measurable?3. Are outcomes quantifiable?4. Where applicable, are benchmarks included? |
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