**FY 2025 / 2026 Community Health and Wellness Annual Grant**

**Program Grant Evaluation Instructions & Scoring Guidelines**

# EVALUATION PROCESS NOTES

* Applicant organizations that have revoked IRS 501(c )(3) status, are not in compliance with the NC Secretary of State's Charitable Solicitation Licensing and/or have missing, incomplete or incorrect required documents will be removed and will not move forward in the evaluation process. This step will be done by a grant administrator internally.
* Applicant organizations that raise leadership, organizational, grant management or compliance/ accountability/reputation issues or pose grant investment and reputation risk to the Johnston County ABC Board will be screened by a Grant Administrator internally prior to the Grants Evaluation Team meeting. During the first Grants Evaluation Team meeting, applicant organizations will be discussed among members and then voted on for next steps in process.
* An applicant organization whose project budget request exceeds 15% of its overall organizational budget and/or its project budget request exceeds 30% of the total project budget will be discussed at a Grants Evaluation Team meeting to assess dependency risks on the Wayne County ABC Board.

# EVALUATION PROCESS STEPS – APPLICATION

* There are a total of eight (8) areas that an organization will be evaluated on for the application.
* The total number of points an applicant organization can achieve is 100. A score of 80% or higher is required to move forward in the process for a site visit.

Organization Sustainability: 10 points Case for Support: 10 points

Diversity of Target Population(s): 10 points Implementation & Management: 15 points Collaboration: 10 points

Evaluation: 15 points

Budget & Financial Fitness: 20 points Project/Program Sustainability: 10 points

* Thoroughly read each assigned grant application prior to evaluating.
* After reading through the full grant application, re-read and score each section of the application and the evaluation form in side by side. Each question has a maximum number of points assigned to it. Using the scoring guide noted in each section and the Score Description Guide below, input a number from zero (0) up to the maximum assigned points based on the overall strength of the answer and evidence provided.
* For budget and other required document reviews, open the documents the grant application to provide input on the evaluation form.
* After evaluating and scoring all eligible and qualifying annual grant applications, the Grants Evaluation Team will decide on the top ten (10) applicants (scoring 80% or higher) that will be given an opportunity to move forward in the process with a site visit.

# EVALUATION PROCESS STEPS – SITE VISIT

* There are a total of three (3) areas that an organization will be evaluated on at the site visit.
* The total number of points an applicant organization can achieve is 60.

Leadership: 20 points Track Record: 20 points

Organization Sustainability: 20 points

* Use the Evaluator Site Visit Question Checklist from your site visit along with the Score Description Guide below to help you conduct your due diligence and determine the number of points to award for each area to be rated.
* Prior to scoring, be sure to review the following: Board of Directors roster, fundraising plan, finances, Board financial giving, Executive Director’s salary, and applicant's organizational sustainability information. Collectively, all of this information will help you to decide on an informed and fair score for each applicant organization.

# AWARD RECOMMENDATIONS

* Award recommendations will be made by the Grants Evaluation Team based on completion of the application and site visit evaluations and discussion as a team.
* Recommendations will then go to the Board of Directors for approval or declination of awards.

Use the following Score Description Guide when rating the applicant organization’s application and site visit.

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| **Score Description Guide** | | |
| **Level of Evidence** | **Description** | **Possible**  **Points to Assign** |
| Inadequate/No Evidence | No potential for effectiveness and success; information and/or evidence lacking or not adequate; no clear  concept | None |
| Weak/Minimal Evidence | Limited potential for effectiveness and success; vague, weak concepts with insufficient information; lacks innovative thinking | Few |
| Marginal/Some Evidence | Some potential for effectiveness and success; partially developed concepts that need further thought, information and/or clarification; some  inconsistencies; some innovation present | Some |
| Good/Convincing Evidence | Good likelihood for effectiveness and success; provides concepts with enough examples of evidence; clear and complete; innovation clearly present | Average |
| Strong/Very Convincing Evidence | High likelihood for effectiveness and success; strong examples of evidence throughout; well-conceived and  thoroughly developed; very innovative | Many |
| Exemplary/Excellent Evidence | Extremely high likelihood for effectiveness and success; exceptional  evidence; very thorough with well- developed concepts; highly innovative | Maximum |