

Grant Application Score Sheet Guide

Overview

Applicant Name:

RFP Title/Project Name:

Applicant Address:

MDH Program Area

Reviewer Name/Code:

MDH Program Contact Person/Phone:

Rating Table

Rating or Score	Description
Excellent or 5	Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; high probability of success; no significant weaknesses
Very Good or 4	Substantial response; meets in all aspects and in some cases exceeds, the minimum requirements; good probability of success; no significant weaknesses.
Good or 3	Generally meets minimum requirements; probability of success; significant weaknesses, but correctable.
Marginal or 2	Lack of essential information; low probability for success; significant weaknesses, but correctable.
Unsatisfactory or 1	Fails to meet minimum requirements; little likelihood of success; needs major revision to make it acceptable.

Scoring Section

Section 1 – Organizational Capacity – This section must be scored

Examples of criteria that might fall under Section 1 – Organizational Capacity	Score
Past and/or current fiscal performance	
Past and/or current programmatic performance	
Ability to collaborate with other agencies	
Cultural competency / linguistic competency	

GRANT APPLICATION SCORE SHEET GUIDE

Examples of criteria that might fall under Section 1 – Organizational Capacity	Score
Ability to address health equity	
Staffing - training and expertise of staff, appropriate staff to supervise line staff	
Does the applicant have the capacity to address the proposed project objectives	
Previous experience with similar / relevant projects	
Facilities – is location / building sufficient for project	

Section 2 – Work Plan/Project Narrative – This section must be scored

Examples of criteria that might fall under Section 2 – Work Plan/Project Narrative	Score
Evaluation plan	
Goals and objectives	
Collaboration descriptions	
Target populations	
Geographical area targeted	
Methods/strategies to be used - to what extent are the activities/strategies proven or likely to be effective with the target population	
Roles and responsibilities of staffing, number of staff, staff to be hired, using existing staff, staff qualifications	
Logic models	
Timelines	
Unmet need / needs assessments	

Section 3 – Budget and Budget Justification – This section must be scored

Examples of criteria that might fall under Section 3 – Budget and Budget Justification	Score
Due Diligence Review Form	
Accuracy of proposed budget	

GRANT APPLICATION SCORE SHEET GUIDE

Examples of criteria that might fall under Section 3 – Budget and Budget Justification	Score
Detailed budget narrative	
In kind documentation or documentation regarding any required matching funds	
Budget narrative is consistent with the proposed objectives	

Section 4 – Diversity in Grant Making – This section must be scored

Criteria that might fall under Section 4 – Diversity in Grant Making	Score
Cultural competency / linguistic competency	
Ability to address health equity	
Collaboration descriptions	
Target populations	
Unmet need / needs assessments	
Geographical area targeted	

Section 5 – Program Specific Section

Criteria that might fall under Section 5 – Program Specific Section	Score
This is where programs will add their own program specific questions in order to effectively score applications.	

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