

# 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, but correctable.
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.

# Let's Walk Minnesota: Clinical-Community Grant Application Score Sheet

## Section 1 – Organizational Information and Capacity

Criteria	Score
Brief history of organization, including major areas of current focus prevention. (5 points)	
The proposed work clearly aligns with the clinic's mission and values. (5 points)	
The organization has a strong plan for how its leadership will support the implementation of this project. (5 points)	
The level of staffing, including contractors, is sufficient to ensure accountability to carry out work plan activities and maintain overall support and coordination of the work. (5 points)	
<b>TOTAL</b>	<b>/20</b>

## Section 2 – Project Description

Criteria	Score
<p>The project clearly describes how the project categories will be planned and implemented: (15 points)</p> <ul style="list-style-type: none"> <li>• Physical Activity Counseling: providing physical activity counseling for people with joint pain and stiffness or diagnosed with arthritis, inactive patients               <ul style="list-style-type: none"> <li>✓ Develop protocol for screening, brief counseling, and documentation in EHR</li> <li>✓ Provide training to staff</li> </ul> </li> <li>• Referral to Arthritis Appropriate Evidence-Based Intervention (AAEBIs): increasing walking in Minnesota through referrals to AAEBIs such as the Walk with Ease Program               <ul style="list-style-type: none"> <li>✓ Referral planning process workflow is described</li> <li>✓ Patients are identified either through a retrospective query or at point of care</li> <li>✓ Communication materials to be created for patient and are appropriate for patient population</li> <li>✓ Community-based organization is identified for AAEBI referrals or clinic sets up AAEBI program</li> </ul> </li> <li>• Promotional Campaign: conducting a promotional campaign during Arthritis Month (May 2023) for patients / community</li> </ul>	

✓ Channels or methods of communication for promotional campaign are appropriate for patient population and community	
The applicant clearly identifies the population to be served (5 points)	
<b>TOTAL</b>	<b>/20</b>

### Section 3 – Budget and Budget Justification

Criteria	Score
Is the information contained in the budget form and budget justification consistent with what is proposed in the work plans (5 points)	
Are the projected costs reasonable, cost-effective, and sufficient to accomplish the proposed work plan activities? (5 points)	
<b>TOTAL</b>	<b>/10</b>

### Section 4 – Work Plan

Criteria	Score
Do implementation activities seem reasonable (doable) to accomplish proposed project goal and objective (s)? (5 points)	
Do implementation activities seem sufficient to accomplish the proposed goals and objectives? (5 points)	
<b>TOTAL</b>	<b>/10</b>

**TOTAL:**                    **/60 points**