Appendix D: Evaluation Scoring Rubric

Applicant Organization: _____   Score: _____

Service Area: _____   Reviewer Name: _____   Date: _____

Criterion	Strong	Satisfactory	Developing	Score
Organizational Qualifications	Organization demonstrates the experience and organizational capacity to support the proposed services (e.g. board structure, budget and staffing relative to outcomes, service numbers, and long-term goals) Key personnel are identified. Experience and qualifications demonstrate high capacity for carrying out the demands of program activities as well as providing oversight and monitoring for the program. Organization demonstrates cultural competency and has a history of and ability to authentically engage with BIPOC, LGBTQ+, immigrant, and or low-income households and individuals.	Description of experience and capacity and how it prepares the organization to deliver services is provided. Applicant's experience or opportunity to build experience is sufficiently described but lacks concrete examples or is not obviously applicable with the field of the populations. Key personnel are identified. FTE, experience, and qualifications demonstrate some capacity for carrying out the demands of project activities and grant requirements but additional personnel and/or technical assistance may be required to assist applicant to meet objectives.	Applicant has insufficient experience with comparable resources and/or program expectations. Application does not show clear, credible plan to overcome this inexperience without taking on undue risk. Key personnel are not sufficient to support proposal. FTE, experience and/or qualifications do not demonstrate capacity for carrying out the demands of project activities and grant requirements or would require significant training and technical assistance for applicant to meet proposed objectives.	
Partnerships, Collaboration & Coordination	Organization demonstrates strong collaborative relationships with neighborhood and community partners and a commitment to contribute to a collaborative service network. Organizations state they have existing MOU/MOA in place with partners. Organization includes copies of signed MOU/MOA with their application.	Organizations have working relationship with other partners or stakeholders but at the time of application no formal working agreements exist. Organization use guest speakers or network of other professionals to assist in training or programming	Organization state they are in the process of building partner network to allow for referrals/collaboration and partnership to be in place. Application states the value of partnerships /collaboration	
Program Design	Narrative description clearly identifies the overall project goals and milestones that will result from this funding. Key activities are specific and feasible within the applicant's identified timeline. Clearly stated reason for utilizing the proposed approach to achieve project	Narrative description identifies some project goals and milestones that will result from this funding. Key activities listed but require more specificity and/or a revision of the applicant's identified timeline. Does not demonstrate reason for utilizing proposed approach to achieve project goals.	Narrative description is vague. Milestones are not clearly identified. Key activities lack specificity. Identified timeline is not included or is not feasible based on project work plan. There is no identified reason for the proposed approach.	

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	goals. Application clearly identifies Priority Population(s) to be served. Describes specific strategies for outreach, recruitment, and retention tailored to achieve successful outcomes for Priority Population(s) and build long term, sustainable success at the program level. Proposed services are based on evidence of success/best practices, align with local workforce needs, and creates connections to educational and career pathways.	Application identifies Priority Population(s) to be served. Describes general strategies for outreach, recruitment, and retention that require additional tailoring to achieve successful outcomes among Priority Population(s). Proposal may not clearly show a path to long-term, sustainable success at the program level.	The application's approach for addressing Priority Population(s) goals is insufficient. Strategies for outreach, recruitment, and retention are vague and require significant adaptation to accommodate Priority Population(s).	
Theory of Change and Logic Model	Application narrative clearly identifies a well-articulated logical theory of change. Logic model inputs, activities, outputs, and outcomes are clearly aligned and logically support outcomes that achieve the goals of the program. The proposal clearly identifies specific outcomes and measurement strategies that can validate the project's success and can be independently evaluated.	Logic model inputs, activities, and outcomes are somewhat aligned and support outcomes that achieve the goals of the program but require more detail to connect specific elements with one another. The proposal identifies outcomes and measurement strategies that can be independently evaluated and logically demonstrate the project's success	Application narrative ineffectively summarizes the theory of change. Logic model inputs, activities, and outcomes are vague, incomplete, insufficient, or unclear with little (to no) alignment. Significant work is required to clearly define specific elements with one another. The proposal outcomes and measurement strategies are weak and/or unclear and there is concern that the project's success cannot be measured.	
Budget	The planned budget logically supports and is necessary for the service type and service delivery model.	The planned budget might support the service type and service delivery model but require more detail and justification.	The planned budget does not align with goals or measure and/or does not support the service type and service delivery model and/or requires significantly more detail and justification.	

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Comments:

Summary of Points Awarded

Narrative Item	Possible Points	Points Awarded	Reasons for deducting points (optional)
Organizational Qualifications	15		
Partnerships, Collaboration & Coordination	20		
Program Design	40		
Theory of Change & Logic Model	20		
Budget	5		
Total Score	100		

Reviewer Recommendation	☐ Recommend funding	☐ Recommend consideration for funding	☐ Do not recommend funding this proposal in its current form
Based on the combined elements below, the project is likely to achieve its stated goals and to support the overall objectives of the City of Madison's Youth, Young Adult & Adult Employment and Training initiative.	Most elements received a "strong" rating. Elements with a "satisfactory" rating can be easily improved.	Some elements were rated "strong" but many were rated "satisfactory" indicating areas that need further development. With feedback and some technical assistance, the applicant could improve the project plan.	The proposal has multiple deficiencies and is not viable.