

Criteria for evaluation of Arvada Human Services Advisory Board Applications for grant funding

The HSAB developed a rating/evaluation system that is thought to be fair to the applicants and takes into consideration the philosophy behind the availability of these funds. The Board has identified the following eight criteria that will be used to evaluate the applicants while keeping in mind that the total funding is limited. The criteria is as follows:

- A. **Experience** – does the organization have meaningful and significant proven experience in providing services to its clients?
- B. **Identified Need** – did the organization clearly identify and describe the community need for the project to be funded?
- C. **Budget Reasonableness** – was the budget for the entire program/project reasonable and does the request reflect an appropriate request as related to the benefit that Arvada and its citizenry would receive from the program/project?
- D. **Benefit to Arvada and It's Citizenry** – do citizens of Arvada receive direct benefit from the program/project and how does this project directly affect the quality of life in Arvada? In a phrase, does this function provide the greatest benefit for the maximum number of Arvada Citizens possible? This criterion is considered to be the most important of the factors and will be used as a priority in recommending funding.
- E. **Leveraging Other Funds** – did the organization make significant efforts to identify other possible funding sources and combine other funding and resources to accomplish its budgetary goal for the project?
- F. **Duplication**– if other agencies are providing a similar service, is there a distinct and clear difference in the organization's services?
- G. **Collaboration** – what is the organization's relationship with other organizations and efforts and have they described significant interactions with those agencies?
- H. **Measurable Outcomes** – does the organization demonstrate measurable outcomes and/or provide the means to show the projected outcomes of the project? (using the SMART goal format: Specific, Measurable, Attainable, Relative, Timely)
- I. **Sustainable**- does the organization provide evidence that they have a strategic plan in place to ensure the future of their services and the program/project they present for funding?

Using the criteria, the Human Service Advisory Board reviews each application and gives a rating from 0-5 for each criterion, (0 being low evidence and 5 being high evidence). The scores for the board members are totaled and averaged. The averages for all the criteria are totaled for a final score that is used in the priority listing of applications to be funded. As mentioned above, criterion C **Benefit to Arvada and It's Citizenry** is extremely important and is used to break ties and develop the final recommendations being presented to City Council.