Appendix E: Evaluation Score Sheet

Date: _____

Program # (Level Two and Three only)_____

Application #:_____

Organization:_____

Evaluator #:_____

<table>
<tr><td>Score will be assigned as follows:</td></tr>
<tr><td>0 = Failure, no response
1 = Poor, inadequate, fails to meet requirement
2 = Average, meets minimum requirement
3 = Above average, exceeds minimum requirement</td></tr>
</table>

Instructions: Each program application will be scored individually. Evaluate how well the applicant responded to each criteria listed below. Scores can range from a low of zero to a high of three (see box).   Applications scoring below 32 points, or applications with multiple programs scoring an overall average of 32 points, will not be considered.

Evaluation Criteria	Score (Range (0-3)	Weight	Points (Multiply Score x Weight)	Total Points Possible
NARRATIVE				
COMMUNITY NEED: (12 points possible)				
1. The application demonstrates why this program is needed.		X4		**12 points possible**
PROGRAM DESCRIPTION: (15 points possible)				
2. The application provides a detailed description of the program.		X5		**15 points possible**
TARGET POPULATION: (9 points possible)				
3. The application describes the target population for the programming.		X1		**3 points possible**
4. The organization has experience working with the target population.		X1		**3 points possible**
5. The application describes a clear plan for attracting and maintaining participants.		X1		**3 points possible**
ORGANIZATIONAL CAPACITY: (9 points possible)				
6. The application clearly states the predicted challenges the organization might face.		X1		**3 points possible**
7. The application details ideas for overcoming each of the challenges described.		X1		**3 points possible**
8. The organization has listed resources and partnerships to support the program.		X1		**3 points possible**
WORK PLAN: (15 points possible)				
9. The application lists realistic goals.		X1		**3 points possible**
10. The application details workshop topics. These topics are consistent with the program description.		X1		**3 points possible**
11. The organization states the total number of workshops proposed <u>and</u> the number of participants that will attend each workshop. The program will serve at least 20 participants.		X1		**3 points possible**
12. The application lists clear, relevant, and realistic outcomes.		X2		**6 points possible**

PROGRAM COORDINATOR: (3 points possible)				
13. The application lists contact information for the person who is responsible for running the program.		X1		**3 points possible**
BUDGET				
BUDGET NARRATIVE AND ITEMIZATION FORM: (9 points possible)				
14. The budget details include the cost breakdown for each line item, including any requested administrative costs. Includes the total budget. • Example: total annual cost for an art instructor = (hourly rate) x (length of class period) x (number of classes taught). • Costs should be reasonable and customary.		X3		**9 points possible**
PRIORITY POINT				
15. Programming takes place at the Refugee Education and Training Center.	Yes/No	N/A		**1 point possible**
16. Program serves participants from multiple refugee communities.	Yes/No	N/A		**1 point possible**
17. Workshop topics include food stamp fraud.	Yes/No	N/A		**1 point possible**
18. Workshop topics include domestic violence prevention.	Yes/No	N/A		**5 points possible**
TOTAL EVALUATION POINTS		**Total**		**80 points possible**

FOR LEVEL TWO AND THREE PROGRAMS ONLY:

Organizations may apply for multiple programs (up to two (2) programs for Level Two and up to three (3) programs for Level Three). Each program shall be scored individually.   Program scores shall be averaged for an overall organization score.

Program One Total Points	Program Two Total Points	Program Three (Level Three only) Total Points	Total Points / # of programs	TOTAL OVERALL POINTS
			_____ / _____ **Points Programs**	

Evaluator Notes and Comments (use additional pages as needed):