Youth & Family Affairs Committee
City of Lawton, Oklahoma
212 SW 9th Street
Office of the Mayor
Lawton, OK 73501

tammy.branstetter@lawtonok.gov

Scoring Rubric for Grant Application

All applications requesting consideration by the YFAC for funding must:

1. Be focused on at-risk youth
2. Provide opportunities for life and/or career enhancing skills
3. Demonstrate how the program will help at-risk youth succeed by:
   a. Increasing the percentage of youth that stay in school
   b. Increasing the percentage of youth that stay active in programs that foster youth development
   c. Otherwise prevent youth involvement in crime and help the youth develop into productive adults
4. Be for academic or other non-athletic related activities and life skills
5. Be restricted to citizens living within the Lawton city limits

Scoring Rubric for Grant Application

Program Description: Maximum 10 Points Possible

1. Provide a description of the program, including:
    a. Program activities
    b. Population served
    c. Collaboration with other organizations or programs
2. Explain the significance/importance of the program.
3. Share the program's significant accomplishments over the last few years.
    a. If this is a new program, what experience or expertise does the staff have to address the needs of those served?
4. Are there similar programs in Southwest Oklahoma? If so, how is your program unique/different?
5. Discuss program strategies, including prevention and intervention tactics used.
6. How will the program ensure access to services for those most in need?
7. If awarded, how will CITY OF LAWTON YFAC funding be used? Which specific aspects (line items) of the program would CITY OF LAWTON YFAC funding be used for?
8. If awarded an amount lower than requested, what aspects of the program would be changed or deleted as a result? Give specific examples of what the program would do if it only received 80% and 70% of the funding requested.
9. Provide a brief description of the organization's capacity and relevant experience in facilitating the proposed program funding request.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	**POINTS: 1-5**	**POINTS: 6-10**
		Organization meets all criteria for *Adequate* AND:
1. Program description is incomplete or lacking explanation of program activities, population served, numbers served last year, numbers expected to serve this year, and/or program does not collaborate with other organizations/programs.	1. Program description is comprehensible and complete. Targeted population aligns with YFAC mission. (see first page)	1. Program description is exceptional. Activities of the program are clearly explained. Target population aligns with YFAC mission (see first page)
2. Program cannot demonstrate its need or significance in the community.	2. Program states a marginal need/significance for the community	2. Program shows significant need in our community.
3. Program has not had any measurable accomplishments. If a new program, no special expertise will be offered to the community through this program.	3. Program has had at least 1 measurable accomplishment during the last few years. If a new program, expertise and impact that only this program can offer is fully explained.	3. Program has had 2 or more measurable accomplishments during the last few years. If a new program, special expertise that only this program can offer is fully explained.
4. Program is not unique and/or duplicates services offered by other partners/organizations.	4. Program is unique in that its services are unduplicated in the community and/or they serve a target market that other like programs are unable to reach.	4. Program is unique in its services to the community.
	5. Program strategies incorporate prevention or intervention tactics but not both.	5. Program strategies incorporate both prevention and intervention tactics
		6. Program is accessible in a multitude of ways to its target audience/users. Program goes

5. Program strategy does not incorporate prevention nor intervention. 6. Program is unable to describe how they will reach their target audience and/or program is not accessible to the target audience. 7. The program is unable to describe how YFAC funding will be used. 8. The program is unable to describe what changes the organization would make if they received a lower than requested amount of funding. Program did not give specific examples. 9. Organization does not have relevant experience and/or capacity to operate the program.	6. Program paints a clear picture of how they will reach their target audience. Program is accessible to its target audience/users. 7. Use of YFAC funding is clear but does not make a significant impact in the program's ability to provide services to the community. 8. The program clearly describes what changes the organization would make if received lower than requested funding. Program gives at least 1 specific example at either 80% or 70% of funding. 9. Organization has relevant experience and has demonstrated the capacity to operate the program	above and beyond expectations to be available for its target audience. 7. YFAC funding creates a significant impact 8. The program not only clearly describes changes made if organization received lower than requested funding but gives specific examples of additions deletions of program services. Also, specific examples of funding reductions at 80% and 70% are provided. 9. Organization has done a more than adequate job in past with operating (including financial appropriations) the program for which they are requesting funding.
Total	**Total**	**Total**

_____**Total for Program Description**

Program Effectiveness: Maximum 20 Points Possible

1. Please complete the following: A) Prior Year Program Goals and Outcomes (if any); (B) Projected Program Outcomes and Goals
2. Describe methods that will be used to collect and analyze data.
3. How often will data be collected?
4. Explain how you will determine that your program is effectively working and meeting its goals?
5. If applicable, describe challenges or barriers that may impact your program and how they will be addressed.
6. Who will manage the outcome measurement process of the program?
7. How well does the application explain its alignment with the 40 Developmental Assets, and how well does it explain in detail how the program will reflect and measure outcomes that secure the listed assets. The document describes which of the three Developmental Assets it is working with, and lists one asset in each category (including both internal and external assets categories).
8. Please complete the **Success Stories** information below by submitting 3 success stories/testimonials from clients highlighting the success or need for the program for which you are requesting funding. You may choose to ask a client to write their own experience, or summarize their experience and submit it on their behalf. Please indicate in each story if it was written by the client or by your organization. Clients may remain anonymous when providing this requirement.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-10	POINTS:10-20
		Organization meets all criteria for *Adequate* AND:
1. Goals and Outcomes are not clearly stated. 2. It is unclear to the reader which methods will be used to collect and analyze data. 3. It is unclear how often data will be collected. 4. Answer is unclear as to how the program will effectively work to meet its goals. 5. It is unclear whether there are significant challenges/barriers. 6. It is unclear who will manage the outcome 7. The application does not list the applicable document, does not list a minimum of one asset in each category, and does not provide sufficient detail on how it will measure outcomes on the listed Developmental Assets. 8. Success/need stories are not relevant to the program for which the funding is being requested.	1. All goals and outcomes are clearly stated. 2. Methods to be used to collect data are clearly defined and make sense. 3. Time line for data collection is given. 4. There are proof measures offered to allow the reader to understand that the program will be able to be measured to determine it is effectively working and meeting its goals. 5. N/A is entered or challenges/barriers are defined and identified. How challenges/barriers will be addressed by the program is clear. 6. A name/title/position of person in the program/organization is given as the responsible party for the outcome measurement process. 7. The application lists the appropriate Developmental Assets document, lists a minimum of one asset in each category, and provides sufficient detail on how it will measure outcomes on the listed Developmental Assets. 8. Success/need stories are relevant to the program for which funding is being requested.	1. The individualized goals for each program are reasonable, attainable, and measurable. 2. Examples of how the methods to be used to collect data are given. 3. Detailed timeline for data collection is given. 4. The proof offered shows a direct and clear link to show how the program is effectively working and meeting its goals. 5. Examples are given as to how the organization will overcome the challenges/barriers. 6. Years and experience of the person named as managing the outcome measurement process is given. 7. The application meets the criteria for "Adequate" AND lists more than a one asset in multiple categories, and provides clear and organized detail on how it will measure outcomes on the listed Developmental Assets. 8. Success/need stories are a combination of both staff and client authored. Stories are relevant to the program for which funding is being requested.
Total	Total	Total
		____ **Total for Program Effectiveness**

Program Budget: Maximum 10 Points Possible
1. Please complete the *Program Budget Sheet.*
2. Please complete the *Proposed Program Expense Detail.* Provide a list, in order of program priorities, of how CITY OF LAWTON YFAC funds will be used. (Example: Tuition for students - $10,000; Transportation for students - $8,000; Books for students - $2000)

- The budget is realistic and reflects efficient use of program funds that address the funding request.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	**POINTS: 1-5**	**POINTS: 6-10**
1. Form is not completely filled out and/ or the budget does not use program funding effectively to meet objectives/goals. Program does not demonstrate sustainability and/or budget is unrealistic for the program. Budget has significantly higher expenses than income.	1. Form is completely filled out. The budget uses program funds effectively to meet proposed objectives and support goals. Program demonstrates sustainability and is realistic. Excess (either expenses or income) is marginal.	**Organization meets all criteria for** *Adequate* **AND:** 1. The budget reflects the best value for money spent. Excess (either expenses or income) is marginal or is not present.
Total	**Total**	**Total**
		_____**Total for Program Budget**

Organization Information: Maximum 6 Points Possible
1. Provide a brief description of the **organization's mission.**
2. Provide a brief description of your organization's Board of Directors/volunteer leadership/governing body structure.
    a. How do they demonstrate an active role in the organization?
    b. What percentage of Board Members make an annual financial contribution to your organization?
    c. What is the total amount of funding Board Members contribute annually to your organization?
3.

Inadequate (incomplete)	Adequate (comprehensible and complete)	Exemplary (well-conceived and thoroughly developed)
POINTS: 0	**POINTS: 1-3**	**POINTS: 3-6**
1. Organization's/Program's mission and goals were not stated. 2. Organization has a lack of Board organization and/or the Board of Directors are not active in volunteering their time, talent, and treasure.	1. Organization's mission and goals are stated but unclear. 2. Organization's board is actively involved & financially contributing.	**Organization meets all criteria for** *Adequate* **AND:** 1. Organization's mission and goals are clearly stated. 2. Board participates on committees and assists with fundraisers. Organization's Board has 100% financial participation.
Total	**Total**	**Total**
		_____ **Total for Organization Information**

*This requirement only applies to current and re-applying funded partner agencies

Organization Financials: Maximum 6 Points Possible

1. Attach an *Audited Financial Statement* (for organizations with an annual income of $100,000 or more). Audit must cover the fiscal period ending not more than 18 months prior to June 30 (i.e. audit must be dated December or after).
2. Attach most recent *IRS 990*, including Schedule A or 990 EZ (State and Federal applications require additional paperwork for 990)(if required to file one)
3. Attach a *Year to Date Financial Statement* (balance sheet and profit & loss statement) for entire organization.
4. Please complete *Current Organizational Budget* for the entire organization, including expected revenue and expenses.

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Inadequate	Adequate	Exemplary
(incomplete)	(comprehensible and complete)	(well-conceived and thoroughly developed)
POINTS: 0	POINTS: 1-3	POINTS: 3-6
1. Audited Financial statement is missing, incomplete, or is more than 18 months old. 2. IRS 990 or 990 EZ is missing or has not been filed with the IRS. The form is more than 18 months old. 3. A current budget for the entire organization is missing and/or incomplete. The revenue and expenses of current budget show a huge excess or deficit. 4. A Year to Date Financial Statement is incomplete, lacking balance sheet and/or profit and loss statement. The organization has high expenses and low income overall.	1. Audited Financial Statement has been submitted and is not more than 18 months old. If findings appear in the audit they are not explained and/or no plan for rectification of findings is given. 2. IRS 990 or 990 EZ has been submitted to the IRS and is not more than 18 months old. 3. A Current Budget has been submitted. The revenue and expenses of the current budget show some excess or deficit but nothing insurmountable. 4. A Year to Date Financial Statement is complete with balance sheet and profit and loss statement. The organization shows relatively even expenses and incomes.	**Organization meets all criteria for *Adequate* AND:** 1. No findings appear in Audit or if findings appear the agency can explain, in detail, rectification for the finding. 2. Submitted documentation reflects exemplary financial practices. 3. Current budget is reasonable. No deficit and/or minimal deficit occurs. 4. Year to Date Financial statement is reasonable and shows exemplary financial practices.
Total	Total	Total
		_____Total for Organization Financials

Organization Points Tally:

A	B	C	D	E	
Organization Information (10 Max)	Program Description (10 Max)	Program Effectiveness (18 Max)	Proposed Program Budget (6 Max)	Organization Financials (6 Max)	TOTAL (50 Possible)

Application Score (50 points possible) Counts as 75% of total score	Partner Visit Score (25 points possible) Counts as 25% of total Score	Total of App. + Total of Partner = Final Score
For Example 40/50 x.75 =%	*For Example 22 points =22%*	
_____/_____ x .75 =_____ Points Possible % of Scored points total of App.	_____ Points=% from Partner Visit	

Program Requested Amount / Final Score =_____
For example: XYZ program requested $50,000 x 60% = $30,000.00

Note: Programs selected for site visits will have an additional 25% of their total score based upon the outcome of the site visit with the organizing managers, board members, responsible parties.