2022 Planning Grant Scoring Rubric

Name of Reviewer:

Planning Grant Applicant:

Each application should be reviewed and evaluated based on the following criteria as outlined in the application instructions. Please make specific comments (including page numbers) on areas that are missing or unclear. Additionally, if there are any areas within the application that are outstanding please note that as well. Each application should clearly describe a plan for developing a project that will effectively deploy AmeriCorps members to solve a significant community problem. Planning grant recipients are expected to be better prepared to compete for and run an AmeriCorps program through Serve Idaho formula funds.

Section of Application	Points Awarded	Points Available
Executive Summary		**5**
Organizational Capability		**20**
Program Design		**50**
Budget		**25**
TOTAL:		**100**

A. Executive Summary (0 Points, but required)

- The applicant followed the template provided:
  The [Name of the organization] proposes to have an AmeriCorps planning grant that will be focused on addressing [community need they hope to address] in [cities or counties they hope to operate in] Idaho. It is anticipated that if [Name of the organization] receives an operational grant, members will [service activities the members will be doing]. This program will focus on the AmeriCorps focus area(s) of [Focus Area(s)].* The AmeriCorps investment of $[amount of request] will be matched with $[amount of projected match], $[amount of local, state, and Federal funds] in public funding and $[amount of nongovernmental funds] in private funding.

  *If the program does not fall under an AmeriCorps focus area, omit this sentence.

COMMENTS:

B. Organizational Capability (20 points)
- Provide a brief history of your organization including the year it was established and funding history with state and federal grants, if applicable.
  - _____/**2 points**
- Describe any experience with AmeriCorps that your organization/staff may have.
  - _____/**2 points**
- Discuss prior experience in the proposed area of programming.
  - _____/**2 points**
- Describe the organization's leadership in the community.
  - _____/**2 points**
- The organization has the experience, staffing, and management structure to support the planning process and develop the proposed plan.
  - _____/**5 points**
- Describe the role of the board of directors, administrators, staff and community in the planning process.
  - _____/**2 points**
- Describe how your organization has adequate experience administering AmeriCorps grants or other federal grants effectively.
  - _____/**5 points**

TOTAL POINTS AWARDED: _____

COMMENTS:

C. Program Design (50 points)
- In assessing Rationale and Approach/Program Design, reviewers will examine the degree to which the applicant clearly describes its plan to design an AmeriCorps program to use AmeriCorps members to solve an identified community problem.
  - i. Describe the type of "community" your planned program will impact
    - i. _____/**5 points**
  - ii. Describe how this planning grant will be utilized to:
    1. Develop strong fiscal and program management systems; monitoring financial management, program performance and member activities at operating sites and service locations.
       - i. _____/**10 points**
    2. Develop and implement training and technical assistance to staff at partner organizations and at sites;
       - i. _____/**5 points**
    3. Develop the recruitment, orientation and training materials for members; ensuring the accuracy of member activities.
       - i. _____/**5 points**
    4. Develop materials for member compliance including member contracts, criminal history forms, member handbook and AmeriCorps specific policies and procedures for your organization.

              i. _____/**5 points**

5. Develop program performance measures and tools to track progress toward meeting approved performance measures.

              i. _____/**5 points**

6. Develop program management structure
   a. Centralized, decentralized, affiliate and intermediaries

              i. _____/5 points

7. Develop program model
   a. Operating sites, team based, direct placement

              i. _____/**5 points**

8. Create process for selecting operating sites/service sites (if applicable) to ensure the most appropriate and capable organizations are selected.

              i. _____/**3 points**

9. If relevant, describe any needs assessment, outreach, and partnership development planned during this cycle.

              i. _____/**2 points**

TOTAL POINTS AWARDED:_____

COMMENTS:

D. Budget (25 points)
- Amounts requested are defined for a particular purpose.
- All calculations are in the form of an equation.
- There are no unallowable expenses listed.
- Criminal History Checks are included.
- Travel to required meetings/conferences is included.

TOTAL POINTS AWARDED: _____

COMMENTS:

Signature of Reviewer:_____

Date: _____