Grant Application Scoring Instructions

Please use the excel spreadsheet to score grant applications. Note: Save the spreadsheet by your FULL NAME so we can track everyone's scoring. Also, please make sure to enter your name at the top of the sheet.

Sheet One:

The first sheet contains a detailed rubric for assigning numeric scores to the application responses. Following are the details on filling out this scoring sheet:

- The first column lists all the organizations that have applied.
- The top rows list all the criteria on which the applications are being scored, along with the total points allocated to each section.
- Please enter your scoring under each corresponding column.
- Be sure not to enter anything in the "yellow-colored" columns for each section, as these columns contain built-in formulas to calculate the total points for that section.
- Additionally, the spreadsheet includes built-in formulas to calculate the total scores (out of 85) achieved by the applicant. You will see the final score in the end when you complete your scoring.

Assign a score based on how well the proposal meets the criteria, as defined here:

5 Possible Points	10 Possible Points	Description
1	0	No response (Information not provided; question was not answered)
2	1-3	Poor response (Insufficient information is provided; weak, unsatisfactory, or non-compelling impact shown)
3	4-6	Fair response (Requires additional information; acceptable impact shown)
4	7-8	Good response (Answer is clear and does not need further clarification; strong and satisfactory impact shown)
5	9-10	Excellent response (Answer is well conceived and thoroughly developed; superior and compelling impact shown)

Sheet Two:

On Sheet two, you will add your comments about each application as well as any additional remarks that may assist the applicant in understanding your scoring. Frequently, we receive inquiries from applicants regarding why their organization did not receive the grant, and if possible, we aim to provide constructive feedback. Your comments in this section will aid us in addressing any inquiries effectively.

Thank you for your time!