Clarington Community Funding Program – Scoring Criteria

Scoring Scheme:

Ranking	Detail
0	**Incomplete**: needs more information in three areas of the criteria. Project does not align with criteria of the category.
1	**Below average:** needs more information in 2 areas of the criteria. Alignment with criteria of the category is not demonstrated in 2 areas.
2	**Average:** needs more information in 1 area of the criteria. Alignment with criteria of the category is not demonstrated in 1 area.
3	**Above average:** Very good in all criteria or excellent in almost all areas. No areas requiring attention, correction or improvement. Project aligns with all criteria of the category.

Step 1: Determine Eligibility (Community Development team)

Eligibility (Yes or No – Yes moves on to scoring; No is ineligible and does not move through process):

- Does the organization or project meet the eligibility criteria?
- Does the project generally align with Clarington's strategic plans foundational values to "Lead, Grow, and Connect" and include specific links to the following Community Priorities of Connection, Diversity/Equity/Inclusion, Community Safety/Well-being, or Arts/Culture/Recreation?
- Applicant is a registered not for profit organization or is a volunteer not for profit organization or group operating under the authority of a board of directors.
- Have a written constitution and by-laws or documented operating procedures that establish the framework within which the group will operate.
- Have a democratically elected Board of Directors of not less than three members.
- Hold an Annual General Meeting.
- Have less than two years' equivalent operating budget in unreserved cash.
- Be in good financial standing with the Municipality of Clarington. All outstanding debts to the Municipality of Clarington must be paid in full at the time of the group's application.
- Have included all supporting documents

Step 2: Score application based on criteria (Municipal Review Panel)

The ranking criteria is as follows (each section ranked out of 3 for a total out of 18):

Organization Capacity (10% of final weight) (ALL QUESTION/BULLETS TO HAVE SLIDING SCALE)

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- Does the organization have stable management and credibility in the kind of work they are applying for funding for?
- Is the application well organized, logical in progression of ideas and process, etc.?
- Is the program, service or event as proposed align with the mandate of the organization?

Project Concept (20% of final weight)
- Does the project seem interesting, innovative, original and not redundant with other projects?
- Are the proposed methods, approaches, etc. realistic, reasonable, effective, and outcomes oriented?
- Is the project sustainable?

Program or Service Plan (20% of final weight)
- Is there enough planning and does the timeline make sense?
- Has an intended audience been identified and have the date, time and venue been set?
- Are the tasks, timelines, and outcomes clear and measurable?

Collaboration (10% of final weight)
- Does the proposal include partnerships & collaborations?
- Are there letters of support and does the proposal show a clear, collaborative effort?
- Are there in-kind contributions or matches (i.e. funding, staffing, equipment, etc.) from the organization?

Budget (10% of final weight)
- Is the budget logical and reasonable?
- Is the organization operating at a deficit?
- Can the project be successful if partially funded? Have funds been requested from other sources?

Clarington Impact (30% of final weight)
- Does the project serve and involve the community? How many Clarington residents will benefit from it?
- Does it serve a particular segment of the population? Will it benefit an underserved or marginalized population?
- Does the project align with Clarington's strategic plans foundational values to "Lead, Grow, and Connect" and include specific links to the following Community Priorities of Connection, Diversity/Equity/Inclusion, Community Safety/Well-being, or Arts/Culture/Recreation?

Funding Award:

Organizations / projects with a score of 80% or higher are awarded funding, subject to availability. Funding amounts are determined based on the number of eligible requests received to the program.