

City of Des Plaines Social Service Application Rating Scorecard

Agency _____

Total Score _____

Criteria #	Criteria Description	Possible Points	Applicant Points
2	The applicant clearly explains the agency's mission, scope of work, and goals.	5	
	The application fails to explain the agency's mission, scope of work and goals.	0	
	The application partially explains the agency's mission, scope of work and goals.	2	
	The application fully/thoroughly explains the agency's mission, scope of work. and goals.	5	
3	The applicant clearly describes the local needs the agency addresses and strategies it uses to directly address the local need.	10	Applicant Points
	The application fails to describe the local needs the agency addresses.	0	
	The application partially to describe the local needs the agency addresses.	5	
	The application fully/thoroughly describes the local needs the agency addresses including the use of local data to describe the overall Des Plaines community need and the specific needs of the residents.	10	
4	The applicant clearly explains how the agency formally collaborates with other local agencies to decrease duplication of services and improve results for the community.	5	Applicant Points
	The application fails to explain the agency's efforts to collaborate with other local organizations.	0	
	The application partially explained the agency's efforts to collaborate with other agencies to decrease duplication of services and improve results for the	2	
	The application fully/thoroughly explains the agency's efforts to collaborate with other agencies to decrease duplication of services and improve results for the community. The application included specific examples of formal agreements with other organizations.	5	
5	The applicant clearly explains how the agency measures goals, progress and outcomes.	10	Applicant Points
	The application fails to explain how the agency measures goals, progress and outcomes.	0	
	The application partially explains how the organization measures goals, progress and outcomes.	5	
	The application fully/thoroughly explains how the organization measures goals, progress and outcomes.	10	
6	The applicant provides evidence of community support for their agency and the services it provides.	5	Applicant Points
	The application fails to provide evidence of community support for their agency and the services it provides.	0	
	The application partially offers evidence of the community support for their agency and the services it provides.	2	

	The applicant fully/thoroughly offers evidence of community support for their agency and the services it provides.	5	
7	The applicant clearly describes the agency's commitment to continued annual fundraising efforts.	5	Applicant Points
	The application fails to describe the agency's commitment to continued annual fundraising efforts.	0	
	The application partially describes the agency's commitment to continued annual fundraising efforts.	2	
	The application fully/thoroughly describes the agency's commitment to continued annual fund-raising efforts.	5	
8	The applicant clearly describes the agency's engagement of high need and/or underserved populations.	5	Applicant Points
	The applicant fails to describe the agency's engagement of high need and/or underserved populations.	0	
	The applicant partially describes the agency's engagement of high need and/or underserved populations.	2	
	The applicant fully/thoroughly describes the agency's engagement of high need and/or underserved populations.	5	
9	The applicant clearly describes the agency's utilization of 2021 funding from the City of Des Plaines.	5	Applicant Points
	The agency fails to describe the organization's utilization of funding.	0	
	The applicant partially describes the agency's utilization of funding.	2	
	The applicant fully/thoroughly describes the agency's utilization of funding.	5	
12	The applicant clearly summarizes the agency's grant proposal.	10	Applicant Points
	The application fails to summarize the agency's grant proposal.	0	
	The application partially summarizes the agency's grant proposal	5	
	The application fully/thoroughly summarizes the agency's grant proposal including a complete explanation of the requested amount and specifically how the city funds would be used. If the agency is requesting an increased grant amount compared to last year's award, the application fully/thoroughly explained the need for increased funding levels.	10	
13	The applicant clearly describes the agency's plans if the amount of City funding is less than anticipated.	5	Applicant Points
	The application fails to describe the agency's plans if the amount of city funding is less than anticipated.	0	
	The application partially describes the agency's plans if the amount of City funding is less than anticipated.	2	
	The application fully/thoroughly describes the agency's plans if the amount of City funding is less than anticipated.	5	
16	How many Des Plaines residents used each program/service that you are requesting funding for in the past 12 months?	30	Applicant Points
	Below 25	4	
	Below 150	8	
	Below 500	22	

	Above 500	30	
17	The applicant provided complete financial information.	5	Applicant Points
	The applicant fails to provide complete financial information.	0	
	The applicant partially provided complete financial information.	2	
	The application fully/thoroughly provides complete financial information. This includes completion of the financial sections of the application and submittal of the organization's current year budget, next year's budget (if available), and last year's audited financial statement.	5	
18	The Grant Review Committee may, in its sole discretion, award additional points for:	25	Applicant Points
	High need for the provided services and lack of alternative resources in the community.	5	
	Customer service (including the response time to voice messages and emails).	10	
	Services accessibility (how quickly an intake appointment can be scheduled / wait time for services).	10	

Agency Name: _____

Funding Request: _____

Residents Serviced in Program Seeking Funding: _____

Reviewer Name: _____

Reviewer Score: _____