

United Way of West Florida – 2023-2024 Mini Grant Rubric

Organization: \_\_\_\_\_

Reviewer: \_\_\_\_\_

<b><u>Section 1 – Organizational Documents</u></b>				
<b>Level of Performance</b>	<b>Strong</b>	<b>Fair</b>	<b>Weak/Poor</b>	
<b>Score</b>	<b>5-Points</b>	<b>3 Points</b>	<b>0 Points</b>	<b>Total Points</b>
<i>Did the organization provide a copy of last year's financials?</i>	Yes.		No.	
<i>Did the organization provide a copy of the Board of Directors and their affiliation?</i>	Yes.		No.	
<i>Did the organization provide a copy of the most recently approved Board meeting minutes?</i>	Yes.		No.	

<b><u>Section 2 - Operations</u></b>				
<b>Level of Performance</b>	<b>Strong</b>	<b>Fair</b>	<b>Weak/Poor</b>	
<b>Score</b>	<b>5-Points</b>	<b>3 Points</b>	<b>0 Points</b>	<b>Total Points</b>
<i>Does the organization have a designated bank account to deposit the grant award or an identified fiscal agent?</i>	Yes.		No.	

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<i>Did the organization clearly explain how they document allowable expenditures?</i>	Yes, the organization does clearly explain how they document allowable expenditures.	Organization partially explains how they document allowable expenditures.	No, the organization does not clearly explain how they document allowable expenditures.	
<i>Does the organization discriminate based on race, color, creed, age, gender, religion, marital status, national origin, disability, or sex including sexual orientation and gender identity in accordance with the federal, state, and local laws and regulations?</i>	No		Yes	
<i>Does the organization have regularly planned Board meetings?</i>	Yes.		No.	
<i>Submitted organization's financials from last fiscal year?</i>	Yes, financials are balanced.	Yes, financials included notes on presenting issues.	Financials not provided. Yes, financials provided reflect a deficit or shows financial struggle.	

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<b><u>Section 3 - Alignment</u></b>				
<b>Level of Performance</b>	<b>Strong</b>	<b>Fair</b>	<b>Weak/Poor</b>	
<b>Score</b>	<b>5 Points</b>	<b>3 Points</b>	<b>0 Points</b>	
<i>Did the organization clearly identify and describe a UWWF value they align with?</i>	Yes.	Somewhat.	No.	<b>Total Points</b>
<i>Did the organization clearly identify and describe a UWWF focus area they align with?</i>	Yes.	Somewhat.	No.	

<b><u>Section 4 - Purpose of the grant request</u></b>				
<b>Level of Performance</b>	<b>Strong</b>	<b>Fair</b>	<b>Weak/Poor</b>	
<b>Score</b>	<b>5 Points</b>	<b>3 Points</b>	<b>0 Points</b>	<b>Total Points</b>
<i>Is the purpose of request and use of funding clearly defined?</i>	Yes, the purpose and how the funding will be utilized is clear and detailed.	Acceptable, the purpose and how the funding will be utilized is fair.	The purpose and how the funding will be utilized is marginal.	
<i>Does the selected purpose align with the explanation of funds?</i>	Yes, the explanation clearly reports alignment with the selected purpose.	Acceptable, the explanation reports alignment with the selected purpose.	The explanation is not clear on how it aligns with the selected purpose.	
<i>Inputs: Are the resources dedicated to the project clearly defined??</i>	Yes, the organization clearly defines the resources with detail.	Acceptable, the organization defines the resources.	The organization marginally defines the resources.	

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<i>Outputs: Did the organization clearly define what will be accomplished with the resources?</i>	Yes, the organization clearly defines what will be accomplished with detail.	Acceptable, the organization defines what will be accomplished.	The organization marginally defines what will be accomplished	
<i>Outcomes: Does the organization clearly define how the accomplishments will impact the organization?</i>	Yes, the organization clearly defines impact with detail.	Acceptable, the organization defines impact.	The organization marginally defines impact.	
<i>Is there a measurement process in place to capture output and outcome data?</i>	Yes, the organization clearly documents what data they will track and how they will measure progress towards the outcomes.	Acceptable, the organization documents the data they will track and how they will measure progress towards the outcomes.	The organization marginally documents the data they will track and how they will measure progress towards the outcomes.	
<i>Does the organization document how the data will be collected?</i>	Yes, the organization clearly details how they data will be collected.	Acceptable, the organization documents how they data will be collected.	The organization marginally documents how they data will be collected.	

<b><u>Section 5 – Budget for Requested Funds</u></b>				
<b>Level of Performance</b>	<b>Strong</b>	<b>Fair</b>	<b>Weak/Poor</b>	
<b>Score</b>	<b>5 Points</b>	<b>3 Points</b>	<b>0 Points</b>	
<i>The organization completed budget spreadsheet provided by UWWF?</i>	Yes		No	