

## 2021 OICF Annual Grants: Checklist, Description, & Evaluation

Nonprofit Name(s): \_\_\_\_\_

Short Project Description: \_\_\_\_\_

Amount of Grant Request: \_\_\_\_\_ Total Budget for Project: \_\_\_\_

Name of Grant Committee member reviewing application:

### Confirm that the application is complete:

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<input type="checkbox"/> Description of project	<b>If request is over \$3500:</b>
<input type="checkbox"/> Demographic/number served	<input type="checkbox"/> Organization's mission statement
<input type="checkbox"/> Need/problem description	<input type="checkbox"/> List of current board members
<input type="checkbox"/> Clear budget information	<input type="checkbox"/> Org's annual budget & financial statement
<input type="checkbox"/> Other funding sought/obtained	<input type="checkbox"/> If collaborative, include supporting letters
<input type="checkbox"/> Organization's governing board approval	<input type="checkbox"/> Fiscal Sponsor agreement, if applicable

### Rank the application in Four Areas

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Below are overarching themes OICF looks for when evaluating grants. Please rank this application on a scale of 1-5 (1=not desirable to 5= desirable) in each of the areas listed. These rankings will be aggregated for the committee to use in deliberations. The reviewer should briefly explain rationale in their summary.

How does this project address of the following issues?

- Address a specific need in our community
- Have likelihood for success
- Duplication of services
- Serve a significant number of islanders

### Prepare a Summary to Share

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Compose a short summary of your observations (1-3 paragraphs) of this request to share with the Committee. Your summary should evaluate its strengths and weaknesses of the project and also include, if applicable, the following:

- Does the proposed program have clear objectives and evaluation criteria?
- Does the plan appear to be well thought-out?
- Have all necessary collaborators been consulted, and are they in agreement?
- Is the budget clear and realistic?
- Does the organization appear to have the capacity to carry out the project (leadership, staffing, planning, experience, etc.)?
- Does the program appear to be sustainable after OICF funding ends?
- Does the project fit well with the organization's stated mission and goals?
- Can the organization implement this project if OICF funds only part of it?

Return this completed form to Kate Long [kate@oicf.us](mailto:kate@oicf.us) by **Monday, March 26th or earlier**.  
Electronic submission is best, but hard copy will do the trick, too. Call with questions: 376-6423.