

DRAFT Scoring Document (for Commissioners)

INSTRUCTIONS: Enter a score in Zoomgrants from 0 to 10 for each of the nine (9) questions below (0 = low, negative, disagree, etc.; 10 = high, positive, agree, etc.). Each question is weighted the same at 1. The Total Score will be figured automatically.

1. **NEED-** Rank the need for this project/program. [Considerations: need has been clearly identified; information supplied by the agency shows how the project will address the need/issue/service gap; the project addresses the Cultural Art Plan or Youth Master Plan.]
2. **BENEFIT** – Rank the benefit to Pleasanton Residents. [Considerations: clearly demonstrates number of unduplicated Pleasanton residents who will benefit in relation to funding requested.]
3. **ORGANIZATION** – Rank the applicant’s organizational strength and capacity. [Considerations: track record, accountability; realistic/achievable goals; consistent philosophy; collaboration; staffing; completeness of application.]
4. **FUNDING** – Rank the applicant’s request for funding. [Considerations: cost-effective; provides lasting improvements; maintains existing services in jeopardy; achieves impact on need; goals are achievable and measurable.]
5. **FUNDING ALTERNATIVES** – Rank the proposal regarding funding alternatives. [Considerations: funding from other sources; agency contributions to or generates income to support this project/program, etc.]
6. **CITY FUNDING** – Rank the proposal regarding the necessity of City Funding. [Considerations: City funds are critical to the project; appropriateness for City funding; no alternative funding sources, etc.]
7. **ELIGIBILITY** – Rank the applicant’s eligibility based on the “Funding Requirements and Limitations” in the Grant Application Packet.
8. **COMMUNITY SUPPORT AND COLLABORATION** – Rank the applicant on its community involvement and how it defines meeting the needs of Pleasanton residents. [Considerations: Is the organization providing its project/program in Pleasanton;]
9. **CIVIC ARTS COMMISSION PRIORITY** – Rank the proposal regarding the extent to which it engages new/diverse participants and/or new audience members for the arts in Pleasanton, targets a specific need/gap in art services, involves co-production/collaboration.
10. **YOUTH COMMISSION PRIORITY** - Rank the proposal regarding how it address Goals and Strategies in the Youth Master Plan.

TIPS FOR REVIEWING APPLICATIONS:

- Go with your gut and follow your intuition while reading the application
- Remember to separate your passion for an issue (such as visual versus performing arts) from the specific application you are reading
- Do not read all the applications in one day, use all the time that is allotted for your review. One approach is to read all of the proposals at least twice. Read them all through once, make notes on the first page of each scoring sheet, and give each application a preliminary score. Then wait a few days, re-read the proposals and score them again. Depending upon the proposal, you may want to read it one more time before coming to a final score
- If possible, refresh your memory by reviewing the application the day before or day of the commission meeting
- Do not try to be an expert but utilize your strengths to evaluate each proposal. Each of you has a unique perspective, background, and strengths that you bring to this process
- Focus your assessment on the area where you feel most confident. For example, if you have a financial background, it is okay to focus more on the financial piece of the proposal
- Limit the time you spend reading each application. If it is unclear and difficult to understand, then maybe that is your assessment. Each application must stand on its merits as it was submitted to the City
- If the application does not address a criterion, do not make an assumption or read something else into the narrative. If the agency did not explain a specific point or points, it did not meet your standard. We should not lower our standards. The agency must meet the established standard in order to be eligible to receive funding
- Focus on the merits of the application. Did the agency make a compelling argument for funding? Did the application address all established criteria?
- Refer to the points outlined within each section to determine if the application discusses all of the criteria you decided were important.