



Enriching Life. Strengthening Community.

This form is due to the Community Foundation office by **April 1** or **October 1**

**THE PUTNAM COUNTY COMMUNITY FOUNDATION
GRANT REQUEST EVALUATION FORM**

Grant Requesting Organization: _____

Fact Finder Name: _____

Program Area

(see definitions on pages 4-5)

- Animal Welfare
- Arts & Culture
- Civic
- Economic Development
- Education
- Environment
- Health

- Human Services
- Recreation & Community
- Senior Citizens
- Youth
- Other _____

Target group (check all that apply):

- Children (birth to 10)
- Youth (11 to 18)
- Adults
- Seniors
- Families
- General Public
- Other, please identify: _____

Geographic Region served:

- Entire County
- North Putnam
- Greencastle
- South Putnam
- Cloverdale
- Other, please identify: _____

Our discussion will focus on four areas:

- Innovative solutions to significant community issues
- Impact on the community
- Ability to carry out the project
- How the project will increase community awareness of the identified funding priority area and of the Community Foundation.

Review Factors: Please provide a complete written explanation for each area of the evaluation. Use additional pages if needed

1. How will the county benefit from the project? Please give specific measurable data, if applicable.

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2. Does the applicant have the capacity, skill and experience to utilize the grant and complete the project? Please explain.

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3. Would granting this request give the applicant the financial resources to complete the project? If not, is financial support likely from other sources? What are these other sources?

4. What are the concerns you have about this grant applicant or project, if any?

5. What are the compelling reasons to fund this grant proposal, if any?

Your Recommendation (Please check one):

- Deny grant
- Partial grant of \$_____
- Full grant
- Matching grant of \$_____ to \$_____ (Community Foundation dollars to organization's dollars)
- Loan in the amount of \$_____
- Other, including a combination of any of the above options: _____

Please attach additional sheets for additional comments

THINGS TO CONSIDER WHEN FACT-FINDING

1. **What** is the applicant organization proposing to do?
 - a. What are its goals?
 - b. Are its proposed activities likely to achieve these goals?
 - c. Is the project's approach practical?
 - d. Does it demonstrate an understanding of best practices in the field?
 - e. Have other organizations obtained positive results by using similar means?
 - f. Are you aware of similar programs that have run into problems in the past?
 - g. Are there any crucial difficulties the proposal has not anticipated?
 - h. How will success be measured?
 - i. What is the quality of the evaluation mechanisms used? (Outcome measurements, output measurements, time lines, objectives)
 - j. Does the applicant evaluate customer care and satisfaction?
 - k. Are the goals of the organization measurable?
 - l. What measures does the organization use?
2. **Why** is this project being proposed?
 - a. What needs does it address?
 - b. What evidence establishes the existence of these needs?
 - c. Are these needs important?
 - d. What kinds of benefits will be derived from the project's implementation?
 - e. Are there any unintended, positive or negative, effects likely?
3. **Where** will the project take place?
 - a. Why was this area selected?
 - b. Will the project have influence or repercussions elsewhere?
4. **When** will the project take place?
 - a. What is the timeline for accomplishing the work?
 - b. Is the timeline realistic?
 - c. Are there any crucial deadlines that must be met?
 - d. Is the organization capable of keeping to the timeline?
5. **Who** will participate in the project?
 - a. Who will the project serve?
 - b. Are they the right target group given the project's goals?
6. **Who** will complete the project?
 - a. Does the applicant have the capacity, skill and experience to complete the project / or perform the service?
 - b. Is there adequate staffing?
 - c. Is there sufficient organization and use of technology?
 - d. Does the organization have experience performing similar service?
 - e. What is the character, reputation and financial stability of applicant organization?
 - f. Is the board of directors active and involved?
 - g. Does the board of directors financially support the organization?
 - h. Who will oversee the project?

- i. What are their qualifications?
 - j. Is anybody else attempting similar projects?
 - k. Is a consultation, collaboration or alliance with other organizations being considered? If not, why?
7. **How** will the county benefit from the project?
- a. How does the organization know that the project needs to be done?
 - b. Can the organization provide sound data to support the need for the project?
 - c. Why has the organization decided to pursue this project at this time?
 - d. Are these services or similar services provided elsewhere in the community?
 - e. Is there evidence of community support for the project?
 - f. Is the need important?
 - g. Does this project need to be done immediately? Is the need urgent?
 - h. Could there be unintended (positive or negative) effects of the project?
8. **How much** will the project cost?
- a. Is the budget adequate to carry out the program?
 - b. Has the budget been padded to absorb unrelated expenses?
 - c. Is the organization using any of its unrestricted resources to support the project?
 - d. Have other funders committed their support?

Please feel free to write your comments and findings directly on this form or attach your extended comments and findings with this form. If you have any questions while fact-finding, please do not hesitate to contact our office at 765-653-4978.

PROGRAM AREA DEFINITIONS

Grants are categorized by the primary purpose – not by the grantee/recipient. “Primary” means at least 50% of the purpose.

In general, grants will be categorized within the following program areas:

1. Animal Welfare

Grants primarily increasing the humane care and treatment of animals, for example, grants for animal rescue, animal shelter, animal medical care, including spay/neuter, and educational programs, i.e.

2. Arts and Culture

Grants primarily for music, dance, theater, visual arts, literary arts, historic preservation, historical reenactments, genealogy, preservation of artifacts, historical/cultural education, etc.

3. Civic

Grants not otherwise classified that primarily relieve the burdens of government i.e. cemeteries, voter education, patriotic events, criminal justice, citizen involvement, leadership development, etc.

