



Recreation Funding Committee  
Schedule "F"



## RFC Grant Grading Matrix

The Recreation Funding Committee (RFC) must use the grant grading matrix to ensure fair and unbiased allocation of recreation grant funding.

Information Location		Review Questions	Criteria	Exceeds Requirements (3)	Meets Requirements (2)	Requirements Not Met (1)	Points Earned	Notes
<b>Application Process</b>								
<b>A</b>	Applicable to the entire application.	Is the application legible?	Applications must be legible. Detailed point form is acceptable.  Applicants are encouraged to complete and submit their application via the online fillable form where possible.	Application is clear, legible, and easy to follow.	Application is legible.	Application is not legible.		
<b>(2.0) Project or Program Overview</b>								
<b>B</b>	2.3 Statement of Need	What priorities of funding are met?	Applications for programs, events or projects should meet at least one of the following funding priorities:  <ul style="list-style-type: none"> <li>- Contribute to ongoing use of recreation facilities within the Town or Division 6.</li> <li>- Demonstrates future financial feasibility</li> <li>- Revitalizes well used programs.</li> <li>- Enhances skill/team/leadership building.</li> <li>- Meets a widely held need by providing a new or enhancing an existing project/program/event.</li> </ul>	Meets 2 or more of the priorities of funding.	Meets 1 of the priorities of funding.	Meets none of the priorities of funding.		
<b>C</b>	2.3 Statement of Need	Is the need clearly identified?	Organizations must describe the need they are facing.	Need is clearly identified and defined in detail.	Need is identified.	Need is not identified.		
<b>D</b>	2.3 Statement of Need	Does the proposed solution meet the need?	Organizations must explain their solution (the project/program/event) to the need and why it will help.	Solution meets the need or takes advantage of the opportunity.	Solution does not directly meet the need or take advantage of the opportunity.	Solution does not meet the need or take advantage of the opportunity.		



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<b>E</b>	2.3 Statement of Need	Is the proposed solution required immediately?	Organizations must explain why the need requires immediate attention. E.g. Without assistance with facility utilities, the user group will not be able to operate for the entire season.	The need requires immediate attention.	The need requires attention.	The need does not require attention in this funding cycle.		
<b>F</b>	2.4 User Attraction	Has the applicant included an advertising or communication plan?	Organizations must explain how they will encourage existing and new users to attend their project, program, or facility. E.g. The user group will advertise the facility hours on Facebook and email sports groups inviting them to use the facility.	Detailed plan which includes how and when they will engage with users.	Basic plan explaining how they will communicate with users.	Plan does not explain how they will communicate with users.		
<b>G</b>	2.5 Project Viability	Has the applicant provided a method for collecting feedback or proving the project was successful?	Organization must explain how they will collect feedback or how they will determine if the project/program/facility is successful.  User groups should ensure their project/program/facility is meeting the need or taking advantage of the opportunity they have identified.	Explanation on how they will collect feedback and measure the success of the project, program, or facility.	Explanation on how they will collect feedback or measure the success of the project, program, or facility.	They do not explain how they will collect feedback or measure the success of the project, program, or facility.		
<b>3.0 Project Budget</b>								
<b>H</b>	3.0 Project Budget	Is the project/program budget balanced?	Organizations must provide a breakdown of all project/program, related income (revenue) and expenses (costs). Project budget must balance.	Balanced with income and expense descriptions.	Balanced	Not balanced.		
<b>I</b>	3.0 Project Budget	Does the funding request fall under one of the eligible expenses?	Eligible expenses are as follows: - Operational costs (e.g. utilities, equipment maintenance, program instructors, part-time salaries for specific programs or events, advertising, program/event supplies). - Start-up costs for new programs.	Falls under 2 or more of the eligible expense.	Falls under 1 of the eligible expense.	Requires additional clarification how it falls under one of the eligible expenses.		



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4.0 Current Financial Statements								
<b>J</b>	4.0 Current Financial Statements	Does the current financials indicate financial need for the project/program?	The intent of the funding program is not to enhance recreation/user groups' financial status but is to help cover: <ul style="list-style-type: none"> <li>- the costs to operate facilities,</li> <li>- improving/building on existing programs,</li> <li>- and start up new projects/programs.</li> </ul>	Financials are explicit and indicate financial need for the project/program.	Financials are available and indicate financial need for the project/program.	Financials do not indicate financial need for the project/program.		
<b>K</b>	4.1 Statement Approval	Have the financial statements been approved by their governing body?	Organizations must agree that the attached financial statements are true, accurate, and have been approved by their executive body.	Financial statements have been approved by their governing body.	-	Financial statements have not been approved by their governing body.		
<b>L</b>	4.2 Statements Included.	Has the organization submitted a complete set of financial statements?	Organizations must provide financial statements that reflect their entire operations for one fiscal year. These documents must be current, legible, and complete.	Well formatted, current, legible, and complete financial statements have been provided.	Current, legible, and complete financial statements have been provided.	Financial statements have been provided.		
<b>M</b>	4.2 Statements Included.	Has the organization provided a list of accounts and their intended purpose of their funds?	Organizations must list all savings accounts, capital replacement accounts, and operating accounts.  They are required to insert notes explaining the intended purpose of all funds.  (E.g. Lump sum in the savings account is earmarked for a capital equipment upgrade)	Organization's accounts have been listed with notes explaining the intended purpose of the funding.	Organization's accounts have been listed but purpose for funding is not clear.	All accounts have not been listed and purpose for the funding is not included.		
<b>N</b>	Carry Forward Assessment	If project/programs/event funded in the past, were the funds fully expended?	Organizations are required to expend the awarded funds on the project or program they allied for. Change request are not permitted at this time.  Returning funding does not impact their eligibility.	Funds were fully expended for the intended purpose and provided detailed follow up information.	Funds were fully expended for the intended purpose.	Funds were not used for the intended purpose.		
<b>TOTAL POINTS EARNED:</b>								



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Recreation Funding Committee Review	
Official Recommendation:	
Reason for rejecting (if applicable)	
Score:	/42
Assessed by (All that are present):	
Date Assessed:	