

STAFF EVALUATION TOOL
(Completed evaluation is for internal use only)



Municipal Agricultural and Community Grants (MACG)						
Town of Caledon FINANCE and INFRASTRUCTURE and COMMUNITY SERVICES Departments						
Submission Due Date:				Application Review Date:		
Evaluator Name:				Evaluator Signature:		
Organizations' Name:				Grant Name:		
Amount Requested:		In-Kind:		Total:		
Category:				Multiple Applications Submitted by Organization:		
Eligible applications must meet all of the following requirements (all need to be yes or N/A to be eligible):						
Yes	Non profit organization					
Yes	Not a foundation that raises funds for another organization and their associated groups of agencies (fundraisers for registered charities are permitted)					
Yes	Not a group or organization of a religious nature (religious groups hosting an event or activity for the community that is non-denominational in nature are eligible)					
Yes	Not a group or organization affiliated with any political party or event					
Yes	Not a hospital, hospital foundation, or hospital auxiliary group or agency					
Yes	List of board members included if applicable					
Yes	Not a direct duplication of Town services and programs			Consider for Community Service Agreement:	Please select	
Yes	Complete submission of supporting documents (Cat. 1 & 2: Fin. Stat. & Budget Cat. 3 & 4: Budget and Agree to Insurance)					
Proceed to Review	Yes	Ineligible	No	Reason:		
	Matrix Score				Proponent's Score	
	Criteria				Proponent's Score	
	0	1	2	3		
Question 1						
Organization's purpose is in line with the Town's Council Work Plan. (<i>applicant must have a minimum score of 2 to receive funding</i>)						
<ul style="list-style-type: none"> Increase quality of life through shared experiences Actively promote culture, tourism and the arts Understand community needs; connect Caledon villages - bridging the rural/urban divide; support Agriculture and Agribusiness industry Preserve heritage and natural areas Community enrichment through local groups, partnerships and events; empower volunteer groups; youth/seniors -Score one additional point if the applicaiton is related to COVID-19 pandemic recovery - if the organization has seen an increase in demand for services related to COVID-19 		Do not align	Minimal alignment	Similar alignment	In true alignment	0
Question 2						
Funding will be used appropriately.						
<ul style="list-style-type: none"> -Funding meets the purpose of the category -Funding be used for purposes that support the whole community -Funding will support the organization's sustainability throughout the pandemic recovery 		Funding does not align	Funding somewhat aligns	Majority of funding aligns	Funding fully aligns	0
Question 3						
The purpose of the organization, project, and/or public event has clear objectives, targets, and outcomes.						
		Purpose and objectives not specified	Purpose and objectives somewhat specified	Purpose and objectives mostly specified	Purpose and objectives are clear and well specified	0
Question 4						
Is the funding related to COVID_19 recovery or for a one-time public event to commemorate a milestone or related to COVID-19 recovery? (eg. village inception anniversary)						
		Timing of project not contingent on current year			Timing of project contingent on current year	0
Question 5 (answer for Category 1 only)						
Funding Sustainability.						
<ul style="list-style-type: none"> -Diverse funding base -Sustainable organization -Provided budget that indicates a good plan -Has the organization had an increase in costs due to the pandemic? 		Not sustainable	Somewhat sustainable	The majority of funds are sustainable	Sustainable	Please select
Question 6 (answer for Category 2, 3, and 4 only)						
Ability to self-finance event/project.						
<ul style="list-style-type: none"> -Is this a start-up organization and/or new initiative? -Are grant funds required to fund the event/project? -Has the organization had a decrease in revenues or fundraising capacity due to the pandemic? 		Ability to self-finance project	Able to self finance the majority of the project	Somewhat able to self-finance project	Inability to self-finance project	0
Question 7						
Received other support or funding from the Town of Caledon in the year the application is submitted:						
<ul style="list-style-type: none"> <input type="checkbox"/>-Funding for 2020 event/project cancelled due to COVID-19 <input type="checkbox"/>-Green Fund <input type="checkbox"/>-Golf Tournament <input type="checkbox"/>-Heritage <input type="checkbox"/>-Community Service Agreement <input type="checkbox"/>-Affiliation status <input type="checkbox"/>-Other 		Received three+ other financial supports from the Town	Received two other financial supports from the Town	Received one other financial support from the Town	No other financial support from the Town	0
					Total	0
					Out of Maximum	18
					%	0%