

**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						
<b>Submission Due Date:</b>				<b>Application Review Date:</b>		
<b>Evaluator Name:</b>				<b>Evaluator Signature:</b>		
<b>Organizations' Name:</b>				<b>Grant Name:</b>		
<b>Amount Requested:</b>		<b>In-Kind:</b>		<b>Total:</b>	\$0.00	
<b>Category:</b>				<b>Multiple Applications Submitted by Organization:</b>	Please select	
<b>Eligible applications must meet all of the following requirements (all need to be yes or N/A to be eligible):</b>						
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			<b>Consider for Community Service Agreement:</b>	Please select	
Yes	Complete submission of supporting documents (Cat. 1 & 2: Fin. Stat. & Budget Cat. 3 & 4: Budget and Agree to Insurance)					
<b>Proceed to Review</b>	Yes	<b>Ineligible</b>	No	<b>Reason:</b>		
	<b>Criteria</b>	<b>Matrix Score</b>				<b>Proponent's Score</b>
		0	1	2	3	
<b>Question 1</b>						
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> -To enhance and protect our rural environment and to enable a viable rural economy (agricultural) -Development of safe, beautiful, connected and vibrant communities -Promote active, healthy living for people of all ages and abilities -Value and promote culture, heritage, tourism, sports, and the arts		Do not align	Minimal alignment	Similar alignment	In true alignment	Please select
<b>Question 2</b>						
Funding will be used appropriately. -Funding meets the purpose of the category -Funding be used for purposes that support the whole community		Funding does not align	Funding somewhat aligns	Majority of funding aligns	Funding fully aligns	Please select
<b>Question 3</b>						
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	Please select
<b>Question 4</b>						
Is the funding for a one-time public event to commemorate a milestone? (eg. village inception anniversary)		Timing of event not contingent on current year			Timing of event contingent on current year	Please select
<b>Question 5 (answer for Category 1 only)</b>						
Funding Sustainability. -Diverse funding base -Sustainable organization -Provided budget that indicates a good plan		Not sustainable	Somewhat sustainable	The majority of funds are sustainable	Sustainable	Please select
<b>Question 6 (answer for Category 2, 3, and 4 only)</b>						
Ability to self-finance event/project. -Is this a start-up organization and/or new initiative? -Are grant funds required to fund the event/project?		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	Please select
<b>Question 7</b>						
Received other support or funding from the Town of Caledon in the year the application is submitted: <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	Please select
					<b>Total</b>	0
					<b>Out of Maximum</b>	18
					<b>%</b>	0%
<b>Recommended Funding Amount</b>						