

United Way of Hernando County – Program Evaluation Tool

CIG Review Team Member's Name _____

Program _____

Was the application complete? YES NO

Were the CIG instructions followed? YES NO

This evaluation tool should be completed by each CIG Review Team Member, as the scores will be used to help determine funding. You may choose to score applicants based on their written proposal prior to the interview process, and adjust your score as necessary during or immediately following presentations. These will be collected by your CIG Team Leader following the applicant's presentation. (please use back side of evaluation form for additional comments/concerns)

Please score on a scale of 1 – 5
 1 - fails to meet requirement
 5- exceeds expectations
 (Please use whole numbers only)

COMMUNITY NEED, IMPACT AND EVALUATION, ABILITY TO DELIVER, AGENCY COLLABORATION AND COMMUNITY INVOLVEMENT (60 POINTS TOTAL)

SCORE

- Does the program address a recognized health and human service need in our community?
- Will United Way of Hernando County funding make a difference?
- How well does the program demonstrate a meaningful linkage between community needs, program activities and outcomes?
- Does the program have a plan in place for attracting & sustaining the number of clients it is proposing to serve?
- Do the program outcomes impact a significant % of the targeted population in our community?
- Does the agency collaborate with other entities to enhance programming and/or reduce costs?
- Does the agency have a history of reliability?
- Are there adequate staff and resources to conduct this program?
- Does the program plan seem sound?
- Are clear goals and objectives written clearly and are measurable outcomes included?
- How well does the agency/program demonstrate the ability to deliver & measure proposed outcomes?
- Does the agency utilize volunteers, when appropriate?

Reviewer's Comments:

TOTAL:

FINANCIAL ACCOUNTABILITY (40 POINTS TOTAL)

SCORE

- Is the financial information presented clearly and accurately?
- Does the agency have a balanced budget?
- Does the agency have adequate reserves?
- Is there diversified funding?
- Is other funding available?
- Will the requested funds from United Way support direct client services?
- Are administrative costs a reasonable % of total?
- Does the agency participate in an annual audit or another comparable form of financial accountability?

Reviewer's Comments:

TOTAL:

GRAND TOTAL:

Track Record (for existing Partner Agency Programs only)

- Is there a year-round commitment to work in partnership with the United Way? (refer to Participation History form)
- Did the agency accomplish its goals and objectives last year? Did last year's United Way funds make a difference?

Grade: A,B,C,D,F

What amount does the Review Team Member recommend for this program?

\$ _____