

SMALL GRANT REVIEW COMMITTEE GUIDELINES & SCORING TOOL

Congratulations! You've offered to help us see if this Small Grant proposal is a good fit for your neighbourhood! This is how you can help:

- 1. Conflict of interest guidelines:** You must declare any conflict of interest that you may have in reviewing this grant. You cannot look at an application from a family member, your own application or an application in which you may gain some financial gain.
- 2. Composition of small grant review team:** With the support of the Community Developer, each neighbourhood/hub will need to determine how to review the grant applications and how much time is needed to go through this process. A small grants review committee needs to be struck to review the applications and make a recommendation to be ratified by the Community Planning Team for the neighbourhood. The small grants review team should be aware of potential conflicts of interest and should ensure that none of the applicants making a submission review their own grant application.
- 3. Decision-making and recommendations:** The assigned review committee will review the application using the Application Assessment Tool (attached) and present the project and their recommendations to the local community planning team. The community planning team will ratify the recommendation at the next scheduled CPT meeting if the application is approved. This ensures that everyone is on board with the idea and residents are involved in local decision making. If the small grants team or Community Planning Team decides that the application is declined, the Community Developer will contact the applicant to inform them of the result. If the application isn't successful, the Community Developer can review the feedback with the applicant and help with a re-submission or close the request file.

PLEASE NOTE: Only up to \$2000.00 is eligible for "special events" per hub per year. Special events must be open to all members of the neighbourhood and are considered events that mark a particular cultural or statutory holiday such as Easter, Thanksgiving or Canada Day. Excluded from the special event category are plans for community gatherings related to activities that improve your neighbourhood such as a BBQ after a neighbourhood cleanup.

SCORING TOOL

Neighbourhood / Hub _____ Date _____
(MM/DD/YYYY)

Project Name _____

Reviewer's Name(s) _____

If either answered No , this application does not meet the program requirements and will not go forward	Yes/No
Idea comes from the community The applicants live in the neighbourhood	
Neighbourhood based The project or event will take place in the neighbourhood	
Assessment of Core Requirements	Score (1-5) 1=low 5=high
Realistic Plan The project can be done with available resources and within the current calendar year	
Capacity to Undertake Project Processes are in place to operate as a group, and there may be some past experience of working together	
Participation The proposal increases resident participation and shows how people will put time and energy in to work together	
Project is Asset-based The project builds on existing neighbourhood assets (locations, people, plans)	
Additional Grants and Contributions The project shows how additional financial donations and in-kind contributions are being brought in	
Connection to local planning team Residents have been involved with and are working in collaboration with the local planning team.	

Benefits to Community	Score (1-5) 1=low 5=high
1. Provides a focal point/vehicle for bringing people together (mobilize/engage residents), to respond to identified issue/need	
2. Expands participation beyond core groups; a wider range of residents are engaged in the neighbourhood	
3. Increases diversity of participation from a wider range of residents	
4. Builds a sense of community or increases feelings of belonging	
5. Provides skill building opportunities	
6. Increases ability to plan and implement community initiative	
7. Increases leadership opportunities/skills	
8. Strengthens networks : inter-neighbourhood; linkages with outside organizations	
9. Increases resources and/or builds a legacy within the community <ul style="list-style-type: none"> a. equipment or physical resources b. volunteers c. in-kind contributions d. additional financial resources 	
10. Neighborhood improvements or enhanced physical spaces <ul style="list-style-type: none"> ✓ physical improvements ✓ new social activities/programs established ✓ safety initiatives 	

Overall Project Assessment	Score (1-5)	Comments
Total Score for Core Assessment Criteria	/30	
Total Score for Community Benefits	/50	
Total Assessed Strength of Project	/80	

Assessed Risk	Low	Medium	High
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Comments: _____

Recommendation

APPROVED DECLINED

APPROVED AMOUNT \$ _____

Special Event Project: YES NO

Special Event Request Amount \$ _____

Approval Signatures:

 Community Planning Team Contact Name/Signature

 Date (MM/DD/YYYY)

 Community Developer Name/Signature

 Date (MM/DD/YYYY)