COMMUNITY FOUNDATION
OF NORTHERN ILLINOIS

COMMUNITY GRANTS | PROPOSAL REVIEW GUIDELINES

This document is meant to be a companion to the online application evaluation form. Each category corresponds with an evaluation section on the form. Score each category on the scale indicated on the form. The cumulative scores will inform the committee's discussion but will not be the only criteria used in the decision-making process for reviewing grants.

WEIGHTED SCORE RANGE: 6 – 30 POINTS

I. SUMMARY (NO SCORE)

II. PROPOSAL PLAN (2– 10 POINTS, WEIGHT 2)
- Does the proposal have a clear plan for how the applicant will execute the charitable activity?
- Does the proposal address root causes or propose systemic improvement? If not, does it address a critical, urgent need?
- Will the proposal build the applicant's capacity to deliver more of their services?

III. COMMUNITY NEED (1– 5 POINTS, WEIGHT 1)
- Does the proposal align with one of CFNIL's Focus Areas and funding priorities?
- Is the community need clearly defined?
- Is the target population well defined in terms of number of individuals served and the demographics of those individuals?
- Does the target population need these services?

IV. PROPOSAL BUDGET (1– 5 POINTS, WEIGHT 1)
- Is the budget clear and realistic?
- Is the requested amount appropriate for the proposed activities and desired results?
- If CFNIL is not the sole provider of funding, is the applicant likely to raise the balance of the funds needed to execute the proposal?
- Has the organization made a good faith effort to determine the most cost-effective options for their expenses?
- If the budget contains capital expenditures or depreciation, are the amounts appropriate to the scope and duration of the project, program, or event?

V. MEASURING RESULTS (2 – 10 POINTS, WEIGHT 2)
- Are the intended results well-defined and desirable for participants and/or the community?
- Are the proposed indicators an accurate gauge of success?
- Are the proposed targets attainable and representative of improvement?
- Are the intended results measurable?
- Does the applicant have a plan for collecting data and measuring results?
- Do the benchmarks provide adequate context for the specified indicators and targets?
- If the proposal is for an existing program or reoccurring event, has the program or event had a measurably positive impact on the community?
- If the proposal is for a new charitable activity, is it sensible given the applicant's mission, long-term goals, and priorities?

VI. ORGANIZATIONAL BACKGROUND (NO SCORE)

VII. GRANT AGREEMENT (NO SCORE)