

Emergency and Basic Needs Application Rubric

Organizational Overview					
Overview and History (2 points) Organization has provided an overview on: <ul style="list-style-type: none"> History Services and programs Accomplishments Current strategic direction 	Not Completed (1)				Completed (5)
Comments:					
Inclusiveness/Nondiscrimination (10 points) <ul style="list-style-type: none"> Organization has established and is clearly implementing procedures that address inclusiveness within: staff, board/volunteers, program offerings. Two or more examples are provided that clearly demonstrate this process. 	Not at all (1)	Not adequately (2)	To some extent (3)	To a good extent (4)	Completely (5)
Comments:					
Program Plan					
Target Population (10 points) <ul style="list-style-type: none"> There is a very clear, logical, and strong alignment between target population and Mile High United Way's Community Impact Goals. There are clear, consistently implemented criteria to determine eligibility. 75–100% of the population the organization serves lives in households at or below 300% of Federal Poverty Level (FPL). 	Not at all (1)	Not adequately (2)	To some extent (3)	To a good extent (4)	Completely (5)
Comments:					
Statement of Need (10 points) <ul style="list-style-type: none"> There is clear evidence of awareness of needs and changes (if applicable) in the community. Program/strategy is addressing an unmet need, and duplication of services is being avoided. 	Not at all (1)	Not adequately (2)	To some extent (3)	To a good extent (4)	Completely (5)
Comments:					
Primary Program Activities (15 points) <ul style="list-style-type: none"> A clear program description is provided and it is clear how the program supports client needs. Targets for each outcome are provided and are well-reasoned 	Not at all (1)	Not adequately (2)	To some extent (3)	To a good extent (4)	Completely (5)
Comments:					

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and feasible within the scope of the program.					
Approach to Service Delivery (12 points) <ul style="list-style-type: none"> The service delivery approach is clearly defined and is aligned with target population. There is clear indication that research based-strategies and/or best practices support the approach, OR a clear explanation is given to indicate the innovativeness of the approach. 	Not at all (1)	Not adequately (2)	To some extent (3)	To a good extent (4)	Completely (5)
	Comments:				
Continuum of Care					
Continuum of Care/Other Services (10 points) <ul style="list-style-type: none"> Describes clear linkages to other services that support the needs of clients accessing basic needs services. Details how the program addresses root causes of client needs (after/while they access basic needs services) to ensure they have opportunities that help them move closer to self-sufficiency. Makes a strong case for improved client outcomes or efficiencies. 	Not at all (1)	Not adequately (2)	To some extent (3)	To a good extent (4)	Completely (5)
	Comments:				
Continuous Improvement					
Monitoring and Evaluation (10 points) <ul style="list-style-type: none"> A strategic process exists to determine what data to collect, what data collection methods are appropriate, and how often data will be collected. Data is clearly aligned with goals. 	Not at all (1)	Not adequately (2)	To some extent (3)	To a good extent (4)	Completely (5)
	Comments:				
Quality Improvement (10 points) <ul style="list-style-type: none"> A strategic process—occurring frequently and engaging multiple audiences—exists to analyze, review, report, and utilize data to inform service delivery. One or more examples are provided that clearly demonstrate this process. 	Not at all (1)	Not adequately (2)	To some extent (3)	To a good extent (4)	Completely (5)
	Comments:				

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Attachments		
Attachments (11 points, 1 point each) <ul style="list-style-type: none"> • Budget • Current financials • Most recent audit/financial review and year-end financial statements • Sources of income table • Proof of IRS federal tax-exempt status • Secretary of State Certificate of Good Standing • Most recently completed IRS Form 990 • Board of Directors List • Inclusiveness/nondiscrimination policy • Names and qualifications of key staff • Expectations 	Not Complete (0)	Completed (1)
	Comments:	

Scoring for the above five sections totals 100 points

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Financial information provided by applicants will be reviewed. No points are associated with this section.

Financials	
<p>Financial Stewardship</p> <ul style="list-style-type: none"> • Favorable/unqualified auditor opinion; • Balance Sheet Total Net Assets > Total Liabilities; • Supporting Services Expense (Management, Fundraising) in Statement of Functional Expenses <= 20% of Total Expense; • Change in Net Assets positive (in total) for past 2 years (5) Form 990 Part VI, Section B Questions 11a, 12a, 13, 14 and 15a are answered yes 	<p>Comments:</p>
<p>Funding Stability and Diversity</p> <ul style="list-style-type: none"> • (1) No single category in the Source of Income Table is more than 50% of total funding; and • (2) Revenue in most recent year was equal to or greater than in the previous year. 	<p>Comments:</p>
<p>Budget Strength</p> <ul style="list-style-type: none"> • Budget documents are complete, accurate, and well explained. • If a program budget is included, Costs associated with proposed program are very well documented and efficient for the level of requested funding. • Organizational budget has an overall net surplus or positive change in net assets before depreciation. 	<p>Comments:</p>