![Pinellas Community Foundation — Giving Humanity a Hand Since 1969]

ARPA NONPROFIT CAPITAL PROJECT FUND
LARGE PROJECT GRANT SCORING RUBRIC, ROUND 2|2023

LARGE PROPOSAL REQUESTS				
	10 Points		0 Points	Points Awarded
Priority Areas Bonus Points *(PCF Staff Only)*	The organization's programming and the capital purchase are clearly related to one of the identified priority areas; and the relevance of the purchase to the organization's programming is clearly explained.		The organization's programming is not related to one of the identified priority areas or the relevance of the purchase to the organization's programming is not clearly explained.	(0 or 10 pts)
	8-10 Points	4-7 Points	0-3 Points	
Cost Difference	Total project cost does not exceed amount requested, or there is an adequate plan in place to cover the cost difference, if applicable.		Total project cost exceeds the amount requested, and there is not an adequate plan in place to cover the cost difference, if applicable.	(0-10 pts)
Organization Programmatic Background See *Priority Areas Bonus Points* section above for additional guidance.	The purchase request is clearly aligned with the organization's established mission and programming. The organization's background clearly articulates a history of executing its specified programming in Pinellas County.	The purchase request is only partially aligned with the organization's mission and program, or the organization has little history executing its specified programming in Pinellas County.	The purchase request is outside the scope of the organization's mission and there is no history of the organization executing programming related to the purchase in Pinellas County.	(0-10 pts)
Community Need	The community need is clearly identified and related to the organization's programming; adequate local data are provided to support the need.	Community need is somewhat defined and related to the organization's programming; some local data are provided to support the need.	Need is not defined or is not related to the organization's programming; little to no local data are provided to support the need.	(0-10 pts)
Negative Economic Impact on Organization	Demonstrates a severe negative economic impact that clearly arose from	A moderate negative economic impact has arisen from the COVID-19	A mild negative economic impact has arisen from the	

Answer First: Yes or No. If no, application is ineligible. You may discontinue scoring. If yes, continue scoring.	the COVID-19 global pandemic. Severe impact aligns with a significant impact in the org's ability to provide services, a significant reduction in revenues, an overwhelming increase in demand for services, etc. Negative impact is clearly described and quantified, and proposed purchase is a clear remedy to the impact. The negative economic harm has clearly not been offset by other pandemic relief funding.	pandemic. Moderate impact aligns with a moderate impact in the ability to provide services, some reduction in revenues and some increase in demand for services, etc. The negative impact is clearly described, and the proposed purchase can remedy the impact. The negative economic harm has only partially been offset by other pandemic relief funding.	COVID-19 pandemic. Mild impact aligns with small or minimal impact to services or revenues. The proposed purchase may or may not remedy the impact. It is unclear whether economic harm has been offset by other pandemic relief funding or harm has already been remedied.	(0-10 pts)
Proposal Description	Project is related and reasonably proportional to the negative economic impact outlined; description is clear and thorough and addresses the indicated negative economic harm.	Project is related and reasonably proportional to the negative economic impact outlined; description is missing elements of clarity.	Project is not related or reasonably proportional to the negative economic impact or no negative economic impact was demonstrated; description is not clear.	(0-10 pts)
Geographic Impact & Priority Populations	Benefits to community members who were disproportionately impacted by the pandemic are clearly explained. Org is headquartered and serves clients in a Qualified Census Tract (QCT) or other disproportionately impacted geographies in Pinellas County. Adequate local data are provided to support the project.	Benefits to community members who experienced negative impacts are stated, but request does not benefit those disproportionately impacted by the pandemic. Project will not benefit residents of a QCT or other disproportionately impacted geographies in Pinellas County.	Benefits to community members are not stated or are unclear. Project will not benefit negatively impacted or disproportionately impacted residents of a Qualified Census Tract (QCT) or other disproportionately impacted geographies in Pinellas County.	(0-10 pts)
Organizational Sustainability	There is a clearly demonstrated, positive impact to the organization's sustainability. Explanation is quantified and describes impact project will have on the organization or its clients over the long-term.	The positive impact to the organization's sustainability over the long-term is described, but only some elements of explanation are quantified.	Unclear or no explanation of how project will contribute to long term sustainability of the organization; No elements are quantified.	(0-10 pts)
	4-5 POINTS	1-3 POINTS	0 POINTS	
Permits	Explains whether permits are required or obtained. Provides appropriate timelines for obtaining permits if required.		No or unclear explanation of whether permits are required or have been obtained, or inadequate timeline provided.	(0-5 pts)
Construction Schedule/Timeline	Realistic, detailed construction schedule/timeline provided with appropriate timing for successful execution and completion.		No construction schedule/timeline provided or not enough detail provided to determine appropriateness for successful completion.	(0-5 pts)
	8-10 Points	4-7 Points	0-3 Points	

Team Leadership	Project team and leaders are described, and their roles are thoroughly explained. Team has necessary skill to execute project successfully.		Team and leaders not provided, or skill of team is inadequate to complete project successfully.	(0-10 pts)
	4-5 Points	1-3 Points	0 Points	
Community Representation/Connection	Organization demonstrates strong connections to the community through staff/volunteer connections, demographic representation, history of serving the community, and existing relationships with community-based organizations.	Organization has little to some connection to the community to be served and staff/volunteers show weak representation of communities they serve. Few relationships with community-based organizations serving the community.	Organization has no connection to the community and staff/volunteers are not representative of the community being served. No existing relationships with community-based organizations.	(0-5 pts)
Leadership Demographics	Organizational leadership is comprised of two or more underrepresented populations.	Leadership is comprised of one underrepresented population.	No underrepresented populations are represented in leadership positions or declined to state.	(0-5 pts)
	8-10 Points	4-7 Points	0-3 Points	
Proposal Estimates/Bids **<$75,000 - 2 bids needed** **$75,000+ - 3 bids needed**	For those without a selected contractor: Verifiable bids, proposals or price lists dated 7/5/23 or later provided; estimates support project request. Budget summary provides adequate detail and appropriate costs. If contractor already selected: clear explanation of an appropriate competitive bid process and status of project are provided. Indirect cost rate of 5% included, if applicable.		Vague/unclear bids, costs proposals or price lists provided; dated prior to 7/5/23; or estimates do not support project request. Budget summary not provided or does not provide appropriate costs or detail to explain proposed purchase. If contractor already selected, no or inadequate explanation of an appropriate competitive bid process is provided. No indirect cost rate is included when needed.	(0-10 pts)
Budget Detail	Amount requested is justified by the proposal description. Does not exceed maximum grant amount. Proposed project costs including indirect cost are reasonable and clearly represented in the budget detail. Role of ARPA funding in project is clearly articulated.	Amount requested somewhat justified by the proposal description. Does not exceed maximum grant amount. Proposed project costs including indirect cost are reasonable and clearly represented in the budget detail.	Amount requested is not justified or exceeds maximum grant amount. Proposed project costs are unreasonable or not represented in the budget detail. Role of ARPA funding in project is not clear .	(0-10 pts)

Other Funding Sources	No additional funding sources required, or appropriate attempts have been made to obtain funding from diverse sources based on the scale of the project and the size/resources of the organization.		Project requires additional funding that has not been secured.
			(0-10 pts)
Changes in Operating Costs	Any increases or decreases in operating costs are adequately explained and compensated for, if applicable.		No explanation provided or explanation does not clearly describe how changes in operating costs will be covered.
			(0-10 pts)
Fund Management Capacity	Demonstrates organization's capacity to successfully manage the ARPA funds; Organization's financial infrastructure and fiscal management are thoroughly explained.		Organization does not demonstrate ability to successfully manage the ARPA funds.
			(0-10 pts)
Corrective and Investigative Action/Grant Recall	No legal investigations, corrective actions or grant recalls within the past 3 years or all issues have been successfully remedied or were unfounded. Evidence of remedies provided, if applicable.		Legal investigations, corrective actions or grant recalls have occurred within past three years. Service delivery may be terminated if current investigations/actions are founded or unresolved.
			(0-10 pts)
Organization Documentation/Insurance (8-10 or 0)	Financial statements provided (audited or not). Up-to-date Board of Directors list provided; board-approved organizational budget provided. All documents support readiness of the organization to receive funding and successfully execute project.		One or more documents missing. Documents do not support readiness of the organization to receive funding and successfully execute project.
			(0-10 pts)
Total points			____ /180
Funding Recommendation: Reviewer Rating and Comments Based on your impression of this proposal, would you recommend it for funding?	Highly Recommend without reservation	Recommend, but with some reservations	Do not recommend
Reviewer Notes			