



Small Capital Purchases: Scoring Rubric
Organization Name: _____

Has the organization suffered a negative economic impact directly related to the COVID-19 pandemic?
 ____ Yes ____ No (if “No,” the application is disqualified and will not be scored.)

	10 Points		0 Points	Points Awarded
Priority Area Bonus Points	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.	(0-10)
	8-10 Points	4-7 Points	0-3 Points	Points Awarded
Organization Mission and Background	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)
Community Need	The community need is clearly identified; adequate local data are provided to support the need.	Community need is somewhat defined; some local data are provided to support the need.	Need is not defined; little to no local data are provided to support the need.	(0-10)
Negative Economic Impact	Demonstrates a severe negative economic impact that clearly arose from the COVID-19 global pandemic. Negative impact is clearly described, and proposed purchase is a clear remedy to the impact.	A moderate negative economic impact has arisen from the COVID-19 pandemic. The negative impact is clearly described, and the proposed purchase can remedy the impact.	A mild negative economic impact has arisen from the COVID-19 pandemic. The proposed purchase may or may not remedy for the impact.	(0-10)
Proposal Description	Project is related and reasonably proportional to the negative economic impact outlined; description is clear and thorough.	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; description is not clear.	(0-10)

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Client Impact/ Community Benefit	Benefits community members that experienced negative impacts from or were disproportionately impacted by the pandemic are clearly explained.	Benefits community members who experienced negative impacts are stated, but request does not benefit those disproportionately impacted by the pandemic.	Benefits community members not stated or are unclear. Project will not benefit negatively impacted or disproportionately impacted residents of Pinellas County.	(0-10)
	4-5 Points	1-3 Points	0 Points	Points Awarded
Community Representation	Organization is representative of and/or has a demonstrated history of being connected to the community to be served by project.	Organization has little to some connection to the community to be served.	Organization seems unfamiliar with or has no connection to the community to be served.	(0-5)
Leadership Demographics	Organizational leadership is comprised of two or more underrepresented populations.	Leadership is comprised of one underrepresented populations.	No underrepresented populations are represented in leadership positions or declined to state.	(0-5)
	10 Points	4-7 Points	0 Points	Points Awarded
Proposal Costs	Budget narrative provides adequate explanation and justification for the expenses. Applicant demonstrates that additional funding opportunities have been explored, applied for and/or obtained which support this need.	Budget narrative provides some explanation and justification of the expenses.	Budget narrative does not define or justify the expenses needed for the purchase. No attempts made to explore or apply for additional funding opportunities supporting the need.	(0-10)
Organization Documentation (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)
Project Estimates/ Bids (<\$75,000 - 2 bids needed \$75,000+ - 3 bids needed)	Verifiable bids within past 60 days, proposals or price lists provided; estimates support project request.	Fewer than required number of bids provided	No verifiable bids or older than 60 days, proposals or price lists provided, or estimates do not support project request	(0-10)
Changes in Operating Costs	Any increases or decreases in operating costs are adequately explained and compensated for, if necessary.		Inadequate or no explanation provided	(0-10)

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	10 Points		0 Points	Points Awarded
TOTAL POINTS				/90 (no bonus points) /100 (w/ bonus points)

Funding Recommendation: Based on your impressions of this proposal, would you recommend it for funding?	Highly Recommend without reservation	Recommend, but with some reservations	Do not recommend	

Reviewer Notes				
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