

SENIOR CITIZEN SERVICES

REVIEW SHEET

			Score
1	Was a hard copy of the application postmarked by the due date? If no, stop here.	Circle Yes or No	NA
2	Is the applicant is a 501(c)3, Church, or a government entity? If no, stop here.	Circle Yes or No	NA
3	Will all funds be used exclusively to serve persons 55 and over? If no, stop here.	Circle Yes or No	NA
4	Is the identified focus area consistent with the current funding period? If no, stop here.	Circle Yes or No	NA
5	Geographic Area of Service: Score 20 if all recipients live in Pinellas County. Score 5 if not all recipients live in Pinellas County. If no recipients live in Pinellas County, stop here.	Give either 5 or 20 points	
6	Did the applicant use the application form that was provided on the website?	If yes, give 5 points	
7	Did the applicant attach a list of board members or executive staff?	If yes, give 5 points	
8	Did the applicant attach its most recent audit opinion and management letter or provide explanation?	If yes, give 5 points	
9	Narrative Section I: Organization Background – did applicant provide a clear description of its purpose, service population, and experience related to grant request? Note(s): _____	Range is 1-10	
10	Narrative Section II: Proposed Project – did the applicant clearly explain the purpose of the grant request and what the grants funds would address? Note(s): _____	Range is 1-10	
11	Narrative Section III: Need Statement: Did the applicant provide you with a clear picture of the need to be addressed and its value to our seniors? Note(s): _____	Range is 1-10	
12	Narrative Section IV: Project Design/Plan of Action: Did the applicant provide a complete description of the who, what and how the project will be implemented? Note(s): _____	Range is 1-20	

13	<p>Narrative Section V: Goals and Objectives: Are the objectives measurable and will the applicant keep a record of the number of unduplicated seniors serves.</p> <p>Note(s):</p> <p>_____</p> <p>_____</p>	Range is 1-10	
14	<p>Narrative Section VI: Project Evaluation: does the applicant have a logical plan that will demonstrate whether or not objectives were achieved and that the project proceeded as described in the Plan of Action section?</p> <p>Note(s):</p> <p>_____</p> <p>_____</p>	Range is 1-10	
15	<p>To what degree do you see the project budget as a wise use of SCS funding?</p> <p>Note(s):</p> <p>_____</p> <p>_____</p>	Range is 1-10	
16	<p>Did the applicant include how costs were derived and calculated? Were requested funds appropriate to the achievement of the project’s goals and objectives, action plan and implementation?</p> <p>Note(s): _____</p> <p>_____</p>	Range is 1-10	
17	<p>How would you rate the potential impact/value or the proposed project?</p> <p>Note(s):</p> <p>_____</p> <p>_____</p>	Range is 1-10	
18	<p>If you recommend not funding or greatly reducing the requested funding, please place a check mark under “Score” to the right.</p>		
19	<p>TOTAL SCORE: Highest possible score is 135)</p>		