APPLICATION REVIEW TEAM EVALUATION FORM – Basic Needs
2025-2028 GRANT APPLICATION
***EACH MEMBER** of the Application Review Team should complete a form based on application review.*

Lead Organization: _____

Program: _____

Reviewer: _____ Date:_____

APPLICATION PART 1 – General Infomation about Lead Organization		Reference Application Section(s) and Attachment(s)	Not demonstrated 0	Poor 1	Fair 2	Good 3	Excellent 4
1-A	The organizational chart clearly shows the board, management and program structure, and seems appropriate for managing the organization and its programs.	Organizational Chart Attachment	❍	❍	❍	❍	❍
1-B	The agency's Board of Directors and/or Advisory Board represents a diversity of skills and knowledge, including experience in finance, leadership, program management and public relations.	Board of Directors Attachment	❍	❍	❍	❍	❍
Subtotal *(add all points for this part)*					**/ 8**		
Comments:							

APPLICATION PART 2 – Program Information		Reference Application Section(s) and Attachment(s)	0	1	2	3	4
2-A	The program addresses community needs and the goal of the UWGCV initiative.	Application Part 1 (Program Information) & Part 2 (Information)	❍	❍	❍	❍	❍
2-B	The organization and program management is qualified to deliver this program.	Information	❍	❍	❍	❍	❍
2-C	Staff and/or volunteers receive appropriate training and supervision.	Information	❍	❍	❍	❍	❍
2-D	Program aligns with the target population and describes how the UWGCV funds will serve this population.	Target Population	❍	❍	❍	❍	❍
2-E	The number of individuals served by the program is appropriate, based on the grant request.	Target Population & Funding	❍	❍	❍	❍	❍
2-F	The program identified specific strategies to target the communities identified in the target population.	Target Population	❍	❍	❍	❍	❍
2-G	The program has developed (max 2 points) or has implemented (max 4 points) practices and strategies to address diversity, equity, and inclusion.	Target Population	❍	❍	❍	❍	❍
2-H	The proposed budget is appropriate for the type and quality of work described.	Funding & Budget Attachment	❍	❍	❍	❍	❍

2-I	The program has a viable plan for self-sustainability after the grant period is over.	Funding	○	○	○	○	○
2-J	The program's cost per unit is appropriate for popluation served and service being provided.	Goals and More	○	○	○	○	○
2-K	Narrative is complete and appropriate in explaining use of funds.	Goals and More	○	○	○	○	○
2-L	Program adequately addresses solutions to access barriers.	Goals and More	○	○	○	○	○
2-M	Proposal demonstrates that results are evaluated and used to improve the program.	Goals and More	○	○	○	○	○
Subtotal *(add all points for this section)*					**/ 52**		

Comments:

		Reference Application Section(s) and Attachment(s)	0	1	2	3	4
APPLICATION Part 3 – Collaborative Partners							
3-A	The proposal demonstrates how each collaborating partner contributes to the success of the program.	Collaborative Partners	○	○	○	○	○
Subtotal *(add all points for this part)*					**/ 4**		

Comments:

TOTAL *(All sections above; Parts 1-3)*	**/ 64**

Questions to be asked at the grant review panel presentation:

Strengths of the program:

Opportunities for Improvement of the program:

End of Evaluation Form