

## Appendix C: 2020-2021 AmeriCorps State Planning Grant Review Form

<b>Legal Applicant/Program Name:</b>		<b>Reviewer Number:</b>	
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### Executive Summary (Required – 0 points)

Criteria	Satisfactory Answer: Y/N
<p>Review the required template for Executive Summaries below. Did the applicant follow the template for the Executive Summary?</p> <p>[Name of the organization] proposes to develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that will focus on the CNCS focus area(s) of [CNCS focus area(s)]. The CNCS investment of \$[amount of request] will be matched with \$[total amount of projected match], \$[amount of local, state, tribal, and/or federal funds] in public funding and \$[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.</p>	YES <input type="checkbox"/> NO <input type="checkbox"/>

### Need (10 points)

Criteria	Satisfactory Answer: Y/N	Comments including both strengths and weaknesses
The problem the applicant plans to address with an AmeriCorps program is described and there is support the need exists	YES <input type="checkbox"/> NO <input type="checkbox"/>	
The applicant has described why they are applying for a planning grant, why a planning grant is needed to address the previously described need, and what they hope to achieve during the one-year planning period.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Out of 10 maximum points, my score for this section is:</b>		

### Program Model (30 points)

Criteria	Satisfactory Answer: Y/N	Comments including both strengths and weaknesses
The applicant has described how they expect AmeriCorps members to serve, as well as how AmeriCorps members would be supervised.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
The applicant has described how the activities in which they propose to engage AmeriCorps members and how those activities will connect to the identified community need(s).	YES <input type="checkbox"/> NO <input type="checkbox"/>	
The applicant has estimated how many AmeriCorps members the program would support and whether they would serve on a full-time or part-time basis. (Note: Serve Wisconsin prefers to fund programs that engage at least 10 members each year.)	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Explain how AmeriCorps members are a highly effective means to solve this community problem.	YES <input type="checkbox"/> NO <input type="checkbox"/>	

Explain how AmeriCorps members will be addressing an unmet need and will not be duplicating or displacing any current staff, volunteers, or other services.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Out of 30 maximum points, my score for this section is:</b>		

**Planning Process (30 points)**

Criteria	Satisfactory Answer: Y/N	Comments including both strengths and weaknesses
Provide a description of your planning process with timeline and benchmarks for planning activities and how you will use the planning period to develop your capacity to effectively manage an AmeriCorps program.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Out of 30 maximum points, my score for this section is:</b>		

**Organization Capability (20 points)**

The applicant has described their organization’s ability to successfully plan an AmeriCorps program, including but not limited to:

Criteria	Satisfactory Answer: Y/N	Comments including both strengths and weaknesses
Primary and secondary contacts for the grant application and their current role and experience.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
The amount of time staff member(s) will support the program during the planning grant, including the amount of time the organization plans to have staff member(s) support the implementation of the program the following year.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Prior experience administering federal funds.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Prior experience in the proposed area of programming.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
The management and staff structure and the roles the board of directors, administrators, and staff will play in the planning process.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Systems and processes for sound programmatic and fiscal oversight or plans to develop this capacity.	YES <input type="checkbox"/> NO <input type="checkbox"/>	

Identify any existing partners and plans to engage community members and partner organizations in the planning process.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Out of 20 maximum points, my score for this section is:</b>		

### Cost Effectiveness (5 points)

Criteria	Satisfactory Answer: Y/N	Comments including both strengths and weaknesses
Describe the amount and sources of match secured to date, and any plans to secure additional match by the project start date if needed.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Describe your plans to develop a cost-effective program, including how you will develop diverse resources that will support your program implementation and sustainability.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Discuss the adequacy of your budget to support the planning process including your match.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Out of 5 maximum points, my score for this section is:</b>		

### Budget Template (5 points)

Criteria -	Satisfactory Answer: Y/N	Comments including both strengths and weaknesses
Meets matching requirements ( $\geq 24\%$ match) and adequate detail to support planning process.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Is free from mathematical errors.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Has costs that are allowable, reasonable, and allocable to the award.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Contains adequate information to assess how each line item was calculated.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Is in compliance with the budget instructions (i.e. not requesting more than \$75,000 in CNCS share and budgeting for National Service Criminal History Checks)	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Out of 5 maximum points, my score for this section is:</b>		

**Additional Comments and Overall Appraisal of Proposal** – Please add any additional comments that were not captured above and evaluate the quality of the proposal in its entirety. Aside from your comments in the individual sections, consider how well the whole proposal flows. Do all of the sections support each other? Provide your assessment of the proposal as a whole by highlighting the principal strengths and/or weaknesses.

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**Summary of Points Awarded** – Transfer the points given to each section above to this grid.

Narrative Item	Possible Points	Points Awarded	Reasons for deduction of points / suggestions for improvements (optional)
Need	10		
Program Model	30		
Planning Process	30		
Organization Capability	20		
Cost Effectiveness	5		
Budget Template	5		
<b>Total Score</b>	<b>100</b>		<i>Please ensure that your points awarded add up correctly.</i>

Use the standards below to evaluate the quality of the proposal as a whole and select the category you feel best describes the proposal. Reconsider your overall rating, and ensure it is supported by your analysis and comments in the preceding sections. Please select only one.

<input type="checkbox"/>	<b>Exceptional Proposal – Recommend for Funding</b>	A comprehensive and thorough program design of exceptional merit with very significant strengths and no significant weaknesses.
<input type="checkbox"/>	<b>Satisfactory Proposal – Recommended for Funding</b>	Program design demonstrates overall competence and is worthy of support where the value of the strengths outweigh the identified weaknesses.
<input type="checkbox"/>	<b>Weak/Non-responsive Proposal – Do Not Recommend for Funding</b>	A program design with very significant weaknesses and minimal significant strengths that have been identified. This option may also include a program design that is non-responsive to the published criteria.