



Application Review and Evaluation

All completed applications for the Community Development Grant Program that are received by the November 30th deadline will be reviewed and evaluated by the Community Development Grant Program Evaluation Team, comprised of the Director of Finance/Treasurer, Director of Operations, Recreation Program Coordinator, and Operations Administrative Assistant, leveraging the evaluation matrix provided in Appendix B. This process entails a thorough assessment of each grant application based on the terms of the general and financial criteria and principles outlined in this Policy.

It is the responsibility of the organization to submit a complete application with clear and sufficient information. Incomplete or unclear applications may be denied. The Evaluation Team may, in its sole discretion, schedule a meeting with an organization to discuss matters related to the submitted application.

All grant applicants shall be notified, in writing, of the Evaluation Team's decision.

Community Development Grant Evaluation Matrix Corporation of the Town of Deep River 100 Deep River Road Deep River, Ontario, K0J1P0	
<p>The purpose of the evaluation matrix is to objectively measure requests for funding against the eligibility criteria set out in the Community Grant Application.</p> <p>This evaluation matrix may be amended from time to time by resolution of Council.</p> <p>One point will be awarded for each successful factor. Sections will be totaled and multiplied by the stated weight factor. The grand total of all weighted sections will determine the application's overall score.</p>	
Evaluation Factors:	
Section A:	
Application Stream	
<input type="checkbox"/> Special/Community Event <input type="checkbox"/> Community Projects/Corporate Grant	/1
Eligible Categories:	
<i>Support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to one of the following:</i>	
<input type="checkbox"/> Arts & Culture <input type="checkbox"/> Environment <input type="checkbox"/> Heritage <input type="checkbox"/> Recreation Activities	/1

Section B: Eligibility

- Complete Application
- Organization within the boundaries of the Town of Deep River
- Accessibility
- Strategic Plan

/4

Section C:

- Demonstrates active fundraising efforts to support the continuation of program, project or service.
- Grant not considered as the primary source of funding for organization.
- Demonstrate there is a need for financial assistance and adequate funding from other sources of income.
- Bring economic and/or public relations promoting the Town.
- Provide other current or future benefit to the Town or its residents.

/5

Section D: Impact

Number of participants application will benefit:

	Actual #'s	Weighting Factor	Total
0-250		1	
250 +		2	

Total Weighting Factor

TOTAL POINTS x WEIGHTING FACTOR

	Sub Total Points	Weighting Factor	Section Total
Section A	/2		
Section B	/4		
Section C	/5		
GRAND TOTAL	/11		/22

Section E: Application Status

Approved
Approved grant amount \$

Denied
Reason for denial: