

APPENDIX C: FUNDING EVALUATION FORM

Name of Organization:			
Type of Organization:	Charitable <input type="checkbox"/>	Proof of charitable status <input type="checkbox"/> CRA Charitable Status # <input type="checkbox"/> T3010 Registered Charity Return <input type="checkbox"/>	
	Non-Profit <input type="checkbox"/>	Proof of NPO status <input type="checkbox"/> Business Number <input type="checkbox"/> T1044 NPO Information Tax Return <input type="checkbox"/>	
	Other <input type="checkbox"/>	Business Number <input type="checkbox"/> Joint Stocks <input type="checkbox"/>	
Type of Grant:	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
	Date of last grant from Town of Kentville:		
	Final Report Submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Application	The following documentation is mandatory:		
	Application Date:		
	Completed application form <input type="checkbox"/>		
	Proposed budget <input type="checkbox"/>		
	Previous year's financial statements if applicable. <input type="checkbox"/>		
	Confirmation of partner funding and (if applicable). <input type="checkbox"/>		
	List of other revenue sources <input type="checkbox"/>		
	Amount requested		
	Percentage of Budget	< 50% <input type="checkbox"/> > 50% <input type="checkbox"/>	
Evaluation Score Card			
1. Program/Service Obligation			3 <input type="checkbox"/>
Core – service the Town would otherwise provide			2 <input type="checkbox"/>
Important – service the Town might otherwise provide			1 <input type="checkbox"/>
Discretionary – service the Town does not normally provide			0 <input type="checkbox"/>
No Mandate – not enabled by legislation, should not do or not now			
2. Council Strategic Plan			3 <input type="checkbox"/>
Vital – fundamental to Council's Strategic Plan			2 <input type="checkbox"/>
Notable – solid fit within Council's Strategic Plan			1 <input type="checkbox"/>
Non-Critical – some relevance to Council's Strategic Plan, not strategic			
3. Public Need			3 <input type="checkbox"/>
Community at Large – general need, broad-based			2 <input type="checkbox"/>
Multiple Interests – some need, a number of areas/communities			1 <input type="checkbox"/>
Vested Interest –special interest group(s), localized			
4. Public Benefit			3 <input type="checkbox"/>
Public Interest – all residents derive benefit			2 <input type="checkbox"/>
Mixed Interest – some residents derive benefit			1 <input type="checkbox"/>
Private Interest – specific residents benefit			
5. Recreational			3 <input type="checkbox"/>
High – the core purpose is developing social, active, and healthy lifestyles			2 <input type="checkbox"/>

Town of Kentville, Policy G28: Request for Funding From Organizations

Moderate – components improve social, active, and healthy lifestyles Low – limited opportunity to improve social, active, and healthy lifestyles	1 <input type="checkbox"/>
6. Human Development and Inclusion – Volunteer High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
7. Human Development and Inclusion – Participant High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
8. Quality of Life Livable Community – important to livable/sustainable community Community Image – enhances image or public perception Community Pride – instills pride, sense of community	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
9. Alternate Service Providers Limited – no other potential providers Some – some potential alternate providers Many – many potential or existing alternate providers	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
10. Financial Need High – financial statements and/or budget demonstrate significant need Low – financial statements and/or budget demonstrate limited need	1 <input type="checkbox"/> 0 <input type="checkbox"/>
11. Participation Levels Under 100 100-200 200-500 500-1000 Over 1000	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
12. Accountability Yes – annual report and/or financial statements of previous year received No (or New Org.) – no annual report and/or financial statements received	1 <input type="checkbox"/> 0 <input type="checkbox"/>
Total Score	If score is above 24; applications should be considered for funding If score is below 23; applicant shall not receive funding 34

Date of Evaluation:		Based on Score: Funding Not Recommended <input type="checkbox"/> Funding Recommended <input type="checkbox"/>	Based on Budget: Funding Approved <input type="checkbox"/> Funding Not Approved <input type="checkbox"/>
Name and Signature of Evaluator:			

The Town of Kentville Grant Program

- The deadline for applications is March 31st. Late applications will not be considered.
- All applicants must complete the Standard Application Form and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.
- Only one application per organization, per fiscal year
- Successful applicants will be notified following completion of budget deliberations by council.
- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The maximum amount available through this program is \$2,000 per fiscal year.