

Applicant:	GREATER DELRAY BEACH CHAMBER OF COMMERCE				
Program Name:	SMALL BUSINESS DEVELOPMENT CENTER (SBDC)				
Amount Requested:	\$40,000				
Total Amount Recommended:	\$40,000				
	87%				
Reviewer:	1	2	3	4	
I. ORGANIZATION CAPACITY (20%)					
1	Length of time established, overall growth/stability (out of 5)	5	5	4	5
2	Stability/growth of organization funding (out of 5)	5	5	3	4
3	Board composition, role, commitment to program/project (out of 5)	4	5	4	4
4	Demonstrated experience/success with similar program/project (out of 5)	4	5	4	4
5	Program/project leadership and staff qualifications (out of 5)	5	5	5	4
6	Collaborative relationships/affiliations relative to program/project (out of 5)	5	5	5	4
7	Strategic planning process / current plan (out of 5)	4	4	5	3
	Organization Capacity Subtotal	32	34	30	28
		18%	19%	17%	16%
II. NEED FOR PROGRAM/PROJECT (20%)					
8	Program/project need consistent with CRA Overall Need (out of 5)	5	5	5	4
9	Program/project need consistent with organization mission (out of 5)	5	5	5	4
10	Documentation of program/project need (out of 5)	5	5	5	3
11	Uniqueness / lack of duplication, or affiliation with similar resources (out of 5)	5	5	5	4
	Need for Program/Project Subtotal	20	20	20	15
		20%	20%	20%	15%
III. PROJECT/PROGRAM DESCRIPTION (10%)					
12	Innovative vs proven approach and justification (out of 5)	4	5	5	4
13	Target population(s) clearly defined and within guidelines (out of 5)	4	4	5	4
14	Activities clearly described and consistent with logic model (out of 5)	4	5	5	4
15	Staff and resources adequate to implement activities (out of 5)	4	5	4	4
16	Activities likely to result in stated outputs/outcomes (out of 5)	4	4	4	4
17	Realistic time frame to implement program/project (out of 5)	4	5	4	5
	Program/Project Description Subtotal	24	28	27	25
		8%	9%	9%	8%
IV. LOGIC MODEL / PROJECTED RESULTS (20%)					
18	Stated program/project goal clear and relevant to CRA Overall Need (out of 5)	4	5	5	3
19	Clear relationship between activities, outputs, and outcomes (out of 5)	4	4	4	3
20	Activities appropriate to program/project goal (out of 5)	5	5	4	4
21	Clear, measurable outputs (out of 5)	4	5	4	3
22	Clear, measurable outcomes (out of 5)	4	4	4	3
23	Program/project results likely to lead to stated Impacts (out of 5)	4	4	4	4
	Logic Model/Projected Results Subtotal	25	27	25	20
		17%	18%	17%	13%

Reviewer:	1	2	3	4
V. EVALUATION PLAN (10%)				
24 All CRA-funded activities addressed (out of 5)	5	5	5	3
25 Outputs presented with measurable indicators (out of 5)	4	5	4	3
26 Outcomes presented with measurable indicators (out of 5)	4	4	4	4
27 Evaluation processes clearly described (who, how/tools, when) (out of 5)	4	5	5	4
28 Evaluation processes reasonable, appropriate (out of 5)	4	5	4	3
29 Implementation responsibility/process clearly defined (out of 5)	4	5	5	4
30 Application/usefulness of evaluation results (out of 5)	5	5	4	3
Evaluation Plan Subtotal	30	34	31	24
	9%	10%	9%	7%
VI. BUDGET & SUSTAINABILITY (20%)				
31 Adequate, appropriate expense budget to implement program/project (out of 5)	5	5	5	4
32 Line item costs explained/justified in narrative (out of 5)	5	5	5	3
33 Use of CRA funds clearly identified, may be tracked (out of 5)	5	3	5	3
34 Sufficient mix of funding secured to implement program/project (out of 5)	4	4	4	4
35 Mix & status of non-CRA funding solicited / pending (out of 5)	5	4	4	4
36 Financial documents demonstrate responsible financial management (out of 5)	5	4	5	5
37 Realistic plans to sustain program/project (out of 5)	4	4	5	4
Budget & Sustainability Subtotal	33	29	33	27
	19%	17%	19%	15%
TOTAL POINTS	164	172	166	139
PERCENTAGE	90%	93%	91%	75%
NOTES AND COMMENTS				
Committee Chair:				