

Neighbourhood Action Grant Process – Draft Outline May 2014

Communication Process

Communicate evaluation process through website, Planning Team meeting, on an ongoing basis.

Evaluation Process

1. Applicants present projects to the Planning Team and have an opportunity to answer questions. At the Meeting, applicants submit their Application Summary.
 - DATE: *July 21, 2014*
2. Application Summaries are evaluated by the Assessment Team using the assessment tool. Assessment team will prepare a recommendation to the Planning Team.
 - DATE: *TBA*
3. Evaluation Team makes recommendations to the Planning Team. Applicants will have 5 min to answer questions. A ranking ballot will be completed at the end of all recommendations and results posted.
 - DATE: *August 18, 2014*
4. Approved applicants submit Final Grant Applications to Community Developer. Community Developer will submit approved projects to HCF with rankings attached.
 - DATE: *September 12, 2014*

Neighbourhood Action Grant – Application Summary

Name of Project:

Name of Organization:

Contact Information:

Are you currently working with an Action Team on this project? Yes / No

Are you an active member of the Planning Team? Yes / No

How is this project reflected in the Neighbourhood Action Plan?

Please briefly answer the following questions – 2 pages max

Please describe the project and its objectives.

What is the duration of the project?

How will this project benefit this community?

Please describe how the project utilizes or builds on the strengths of the neighbourhood.

How does the project create engagement?

Please provide a basic budget including costs and other revenue possibilities.

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Neighbourhood Action Grant – Assessment Tool

Name of Project:

Name of Organization:

Preliminary Criteria	Yes / No	Comments
Is this project currently working with an Action Team?		
Are you are an active member of the Planning Team?		
Does this project align with the Goals and Objectives of the Neighbourhood Action Plan?		

Assessment of Core Requirements	Score: 1(low)-5 (high)	Comments
Realistic Plan: proposal demonstrates that objectives can be met within available resources and reasonable time frame		
Participation: increases resident participation, evidence of significant investment of resources and time by residents and/or organizations.		
Project is Asset-based: project builds on existing neighbourhood assets, for example; community members, organizations, infrastructure, environment.		

Benefits to Community	Score: 1(low)-5 (high)	Comments
Builds a sense of community or increases feelings of belonging		
Increases leadership opportunities/skills for residents		
Strengthens networks, for example; inter-neighbourhood, linkages with outside organizations		
Increases resources within		

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community, for example: <ul style="list-style-type: none">• Equipment or physical resources• Volunteers• In-kind contributions• Additional financial resources• Physical improvements to space• New social activities/programs• Safety initiatives		
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Total assessed strength of project: /35

Comments: _____

Recommendation: _____

