

RUBRIC FOR Chamber Grant Application

This form is intended to be used as an evaluation rubric for Chamber Grant Applications.

Hamilton Chamber of Commerce

Name of Business Being Evaluated

I. Innovation and creativity of request

- 1 - Not creative, not innovative
- 2 - A good idea but not very creative or innovative.
- 3 - An engaging and interesting idea. Somewhat creative or innovative.
- 4 - Idea distinguishes itself from others. It is original, innovative and creative. Demonstrates a new way of thinking and meets a current or emerging need within the business or community.

II. Likelihood of funds having impact on business growth

- 1 - Lacks potential to impact
- 2 - Potential for some impact
- 3 - Potential for long-term impact on the business
- 4 - Potential to profoundly impact the business

III. Likelihood of positive community impact or impact on the Hamilton economy

- 1 - Will not impact community
- 2 - Has potential to impact community
- 3 - Potential for long-term impact on the community
- 4 - Potential to profoundly impact the community

IV. Quality of application: This category focuses on the overall quality of the grant application and how well it aligns with the goals and priorities of the grant program. The application should be clear, concise, and well-organized, with a specific focus on how the project or purchase will address the identified need or problem.

- 1 - Missing many of the application components and does not address the business's needs
- 2 - Includes some of the application components. Reflected incomplete knowledge about funding request.
- 3 - Includes most of the application components and reflects a strong knowledge about funding request
- 4 - Included all application components. Application is detailed and well-informed, showing a comprehensive knowledge about funding request.

V. Business Owner Capacity to Successfully Use Funding: This category evaluates the capacity and experience of the business, as well as the business owner or team members involved in the funding request. The team should have the necessary expertise and skills to successfully use the funding.

- 1 - Team does not appear to have the necessary expertise to successfully use the funding
- 2 - Team shows little experience that will enable them to use the funding well
- 3 - Team shows some expertise that will enable them to use the funding well
- 4 - Team shows strong expertise and experience that will guarantee an effective use of grant funding

VI. Budget and Financial Management: This category evaluates the budget proposed by the applicant and the adequacy of the resources allocated to the project. The budget should be realistic, and the financial management plan should be comprehensive and demonstrate sound fiscal practices.

- 1 - The budget was not included or is not realistic. It does not show sound fiscal practices.
- 2 - The budget is included and provides some detail, but does not communicate confidence in terms of sound fiscal practices.
- 3 - The budget is included, provides detail, and is relatively realistic, showing sound fiscal practices.
- 4 - The budget is detailed and realistic. It demonstrates a history of sound fiscal practices. It is clear the applicant has the resources to successfully execute the project or purchase proposed.

Suggestions and Recommendations

Evaluated By: *

Date

Month Day Year