SCORING RUBRIC – TRAVEL OREGON 2024 Communities in Crisis Grant

GRANT NAME	MEETS QUALIFICATIONS	NEEDS ADDITIONAL INFORMATION	FAILS TO MEET QUALIFICATIONS	SCORE	COMMENTS
Program Intent	Proposal is clearly intended to support proven efforts in showing return on investment and business participation through event and public space activations geared towards increased visitation and overnight room occupancy rates. (2 pts)	Difficult to determine if the proposal is clearly intended to support proven efforts in showing return on investment and business participation through event and public space activations geared towards increased visitation and overnight room occupancy rates. (1 pt)	Proposal does not clearly show intentions to support proven efforts in showing return on investment and business participation through event and public space activations geared towards increased visitation and overnight room occupancy rates. (0 pts)		
Immediate Need	Proposal clearly demonstrates an immediate need for the project to be completed in support of event and public space activations geared towards increased visitation and overnight room occupancy rates. (2 pts)	Difficult to determine if there is an immediate need to complete the project. (1 pt)	Does not clearly demonstrate an immediate need for the project to be completed. (0 pts)		
Feasibility	Proposal clearly demonstrates confidence that the project can be completed in the timeline. (2 pts)	Difficult to determine if the project can realistically be completed in the required timeline. (1 pt)	Proposal does not clearly demonstrate the project can be completed in the required timeline. (0 pts)		
Budget	Proposal clearly outlines how the grant funds will be spent and those expenses align with the program intent to support proven efforts in showing return on investment and business participation through event and public space activations geared towards increased visitation and overnight room occupancy rates. (2 pts)	Difficult to determine how the grant funds will be spent or if the expenses align with the program intent to support proven efforts in showing return on investment and business participation through event and public space activations geared towards increased visitation and overnight room occupancy rates. (1 pt)	Proposal does not clearly outline how the grant funds will be spent and funds do not support the program intent to support proven efforts in showing return on investment and business participation through event and public space activations geared towards increased visitation and overnight room occupancy rates. (0 pts)		
Accessibility & Inclusivity	Proposal clearly demonstrates an approach that is equitable and ensures accessibility and inclusivity of all visitors, including under-represented communities, in the project. (2 pts)	Difficult to determine what the equitable approach is in support of ensuring accessibility and inclusivity of all visitors, including under-represented communities, and has been integrated in the project.	Proposal does not clearly outline what the equitable approach is in support of ensuring accessibility and inclusivity of all visitors, including under-represented communities, and has been integrated in the project. (0 pts)		

		(1 pt)			
Completeness and Presents Strong Case for Support	Proposal is complete, contains all information required and clearly provides a compelling case for support. (2 pts)	Difficult to determine if the proposal is complete but contains all the required information. Case for support needs improvement. (1 pt)	Proposal is incomplete and does not contain all information required by grant guidelines. Proposal is not well-presented. (0 pts)		
TOTAL SCORE					

A maximum score of 12 points is possible

Things to keep in mind while scoring:

- When determining immediate need, be looking for things such as: Why is the funding needed now/why is now the right time to fund the project – Is it part of a greater plan; Is it a strategy they are moving towards, have a proven track record and have confidence in; have they done planning/research around the project and is there community support/buy-in.
- Know what the grant funds are paying for (an excellent proposal will tell you and then show you in the budget) – applicants have been advised to keep admin costs between 5% - 8% of the grant request if using grant funds to cover these expenses.
- A proposal that feels less than complete should not receive 2 pts in scoring for Completeness and Presents Strong Case for Support.