

**FUNDING ARTS BROWARD (FAB!)  
Screening Team Summary Report**

Screening Team # \_\_\_\_\_ Screening Team Member \_\_\_\_\_

Name of Applicant Organization \_\_\_\_\_

Name of Project/Program \_\_\_\_\_

Category: \_\_\_\_\_ Dance \_\_\_\_\_ Visual Arts \_\_\_\_\_ Music \_\_\_\_\_ Theater

Project is: \_\_\_\_\_ new \_\_\_\_\_ repeat \_\_\_\_\_ expansion of existing program

**Project/Program Budget**

Monies Anticipated:	\$ _____
Fundraising	\$ _____
Private/Corporate	\$ _____
Grants: (Gov't. - all levels)	\$ _____
In-Kind	\$ _____
Other Sources	\$ _____
_____	
_____	
Requested from FAB!	\$ _____

**Project/Program Information**

Number of presentations/length of exhibit \_\_\_\_\_

Dates \_\_\_\_\_

Venues/Locations \_\_\_\_\_

Target Audience \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Reviewer's evaluation of program/project's impact and benefit to the community:  
\_\_\_\_\_  
\_\_\_\_\_

Overall score from Evaluation worksheet \_\_\_\_\_

Do you recommend funding the project/program? yes or no \_\_\_\_\_

Assign ranking within your team's total number of applicants \_\_\_\_\_

If full funding was available, would you fully fund this applicant? \_\_\_\_\_

If funding is very limited, would you fund this applicant over others? \_\_\_\_\_

**PLEASE SUBMIT THIS FORM WITH THE GRANT EVALUATION WORKSHEET TO YOUR TEAM CAPTAIN.**

# Grant Evaluation Worksheet

## Evaluation Criteria Overview

For each application assigned to your screening team, you are asked to complete a Grant Evaluation Worksheet. It addresses three categories:

1. Program Quality and Impact
2. Fiscal Strength
3. Administration and Production

The greatest weight is given to the applicant's Program Quality and Impact. Program Quality scores of 35 and above meet FAB!'s criteria and are eligible to be considered for funding.

Overall scores, including Fiscal Strength and Administration and Production, that total 65 points or higher are considered **EXCELLENT**.

Overall scores that total 55 points or higher are considered **GOOD**.

Overall scores that total below 45 points are considered **POOR**.

TOTAL scores will be used in prioritizing applicants. Please indicate your total score and any comments that would impact the final decision on page 3.

### EVALUATION CRITERIA WORKSHEET

Screener’s Name \_\_\_\_\_

Screening Team Number \_\_\_\_\_

Program Name \_\_\_\_\_

Organization \_\_\_\_\_

Category of program (circle one)    Dance        Music        Theater        Visual Arts

Below are the criteria to be used when considering grant applications for funding. No other criteria should be used as a basis for your decision. PROGRAM is FAB!’s major focus.

Score each item on a scale from 1-5 where 5 means excellent, 3 means satisfactory and 1 means unsatisfactory.

1. **PROGRAM** (possible points 45)

**QUALITY** Score 5, 4, 3, 2 or 1

The artistic quality of the proposed program \_\_\_\_\_

The quality of the artists/performers \_\_\_\_\_

The expected quality of the production/exhibit (history and reputation of Applicant) \_\_\_\_\_

The program’s innovation/creativity \_\_\_\_\_

**IMPACT**

The program effectively reaches for a target audience (general, new, niche) \_\_\_\_\_

The program is likely to appeal to that audience \_\_\_\_\_

The program enhances the cultural environment \_\_\_\_\_

The program attracts a culturally diverse audience \_\_\_\_\_

The program increases audience understanding and appreciation of the arts \_\_\_\_\_

**Total points for program** \_\_\_\_\_

**If the PROGRAM score is below 35 points, the organization will not be eligible for funding.** Please continue to evaluate the application, however, because you may decide to change your score after hearing from the site visit team.

Score each item below on a scale from 1-3 where 3 means excellent, 2 means satisfactory and 1 means unsatisfactory.

2. **FISCAL STRENGTH** (possible points 18)

Score 3, 2 or 1

**BUDGET**

The program’s budget is realistic (revenue and expenses) \_\_\_\_\_

The request is appropriate to the scope of the proposed program \_\_\_\_\_

The program budget is reasonable compared to the overall budget \_\_\_\_\_

The Applicant has a sound, balanced general budget \_\_\_\_\_

**FISCAL ISSUES**

The other program funding sources are confirmed or are likely \_\_\_\_\_

The Applicant has a plan to allow program to go forward with less funding \_\_\_\_\_

**Total points for Fiscal Strength** \_\_\_\_\_

3. **ADMINISTRATION/PRODUCTION** (possible points 18)

The Organization's staff is qualified and experienced \_\_\_\_\_

The Organization has a track record of implementing programs \_\_\_\_\_

The Organization has taken appropriate steps to implement/confirm this program \_\_\_\_\_

The Board contributes to the financial support of organization \_\_\_\_\_

The Organization has sought diversity in its Board and/or programing \_\_\_\_\_

There is a promotional plan in place \_\_\_\_\_

**Total points for Admin/production** \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

I have scored this program (number of points) \_\_\_\_\_

and consider this program to be \_\_\_\_\_Excellent \_\_\_\_\_Good \_\_\_\_\_Poor

Additional comments that might influence voting: