

**COMMUNITY OPPORTUNITIES FUND
CYCLE 4 PROPOSAL EXTERNAL REVIEW TOOL
CAPACITY BUILDING**

Name of Applicant: _____

Reviewer Number: _____

SECTION 1: ORGANIZATIONAL EXPERIENCE AND CAPACITY

1. Is the project aligned with the Community Opportunities Fund definition of capacity building?

- ✓ Activities are described as building the effectiveness of the organization and improving its capacity to achieve goals related to its mission
- ✓ Activities are described as improving the organization's capacity to impact the long-term outcome
- ✓ Activities are described as creating change within the organization that is sustainable beyond the term of the grant.
- ✓ Primary activities do not focus on direct services or other restricted activities

_____ 0 – Little or no alignment

_____ 3 – Some alignment

_____ 5 – Fully aligned

2. Has the applicant described experience related to the selected First 5 LA goal?

- ✓ Applicant describes experience in the selected goal

_____ 0 – Applicant did not describe experience related to the selected First 5 LA goal

_____ 3 – Applicant partially describes experience related to the selected First 5 LA goal

_____ 5 – Applicant describes experience related to the selected First 5 LA goal

3. Has the applicant identified an organizational capacity building outcome(s) based on a described need?

- ✓ Are organizational capacity building outcomes identified
- ✓ Do the organizational capacity building outcomes address the need(s) described by the applicant

_____ 0 – Applicant did not identify organizational capacity building outcomes

_____ 3 – Applicant partially identified organizational capacity building outcomes

_____ 5 – Applicant identified organizational capacity building outcomes

4. Has the applicant described how achieving an identified organizational capacity building outcome(s) will ultimately support one of the First 5 LA goals listed on Page 7 of the RFP?

- ✓ Applicant describes how the selected First 5 LA goal will be supported

_____ 0 – Applicant does not provide description
_____ 3 – Applicant provides partial description
_____ 5 – Applicant provides description

5. Has the applicant indicated having a history working with the identified community?

- ✓ The applicant describes working with the identified community previously.

_____ 0 – Applicant did not indicate having a history working with the identified community
_____ 3 – Applicant partially indicated having a history with the identified community
_____ 5 – Applicant indicated having a history working with the identified community

6. Did the organization have sufficient experience related to the selected First 5 LA goal?

- ✓ Sufficient experience related to the selected First 5 LA goal is provided.
- ✓ Demonstrated experience working with the related target population

_____ 0 – No or very little experience is provided
_____ 3 – Some experience is provided
_____ 5 – Significant experience is provided in detail

7. Does the applicant demonstrate readiness to implement the project?

- ✓ The applicant has the organizational strengths/resources necessary to successfully implement the proposed activities.

_____ 0 – Does not demonstrate readiness
_____ 3 – Some readiness
_____ 5 – Strong readiness

8. Does the applicant demonstrate the availability of matching resources needed to implement the project?

- ✓ The applicant identifies an opportunity to match resources needed to implement the proposed project

_____ 0 – No evidence of opportunities to match resources is identified

- _____ 3 – Some opportunities is are identified
- _____ 5 – Organization thoroughly identified an opportunity to match resources needed to implement the proposed project

9. Does the applicant demonstrate the capacity to manage all financial requirements related to the implementation of the project?

- ✓ Applicant has adequate financial reserves to support expenses prior to being reimbursed each month
- ✓ Applicant has appropriate financial controls and fund based accounting mechanisms to separately track First 5 LA funded expenses
- ✓ If the applicant is a collaborative lead or fiscal agent, does that organization have the capacity to manage payments to the collaborative partners

- _____ 0 – No capacity
- _____ 3 – Some capacity
- _____ 5 – Full capacity

SECTION 2: PROJECT DESCRIPTION

10. Did the organization provide a clear, logical and well-formulated overall project design?

- ✓ The applicant provides evidence of a thought-out overall project design

- _____ 0 – No evidence of a thought-through overall project design
- _____ 3 – Some detail of project design is provided
- _____ 5 – Organization provided evidence of clear, logical and well-formulated overall project design

11. Are activities clearly detailed?

- ✓ Sufficient information regarding proposed activities is provided (proposed project is clear to reviewer).
- ✓ Sufficient information is provided regarding the roles and responsibilities associated with each activity.

- _____ 0 – Activities are not or are vaguely described
- _____ 3 – Activities are described with some detail
- _____ 5 – Activities are described in detail

12. Are benchmarks clearly detailed?

- ✓ Sufficient information is provided regarding benchmarks.

- _____ 0 – Benchmarks are not or are vaguely described
- _____ 3 – Benchmarks are described with some detail

_____ 5 – Benchmarks are described in detail

13. Did the organization clearly identify organizational capacity building outcomes that are realistically attainable?

- ✓ The applicant provides evidence of organizational capacity building outcomes that are clearly defined and are realistic.

_____ 0 – Outcomes and attainability are vaguely described

_____ 3 – Outcomes and attainability are described with some detail

_____ 5 – Outcomes and attainability are described in detail

14. Did the applicant clearly describe how improvements in their organizational capacity will lead to changes in the selected First 5 LA goal?

- ✓ The applicant clearly describes how improvements in their organizational capacity will lead to changes in the selected First 5 LA goal

_____ 0 – No clear description of changes in the selected First 5 LA goal are described by the applicant

_____ 3 – Some changes in the selected First 5 LA goal are described by the applicant

_____ 5 – Changes in the selected First 5 LA goal are described in detail by the applicant

15. Did the applicant describe the organizational capacity needs that will be addressed by this project as well as describe how these needs were identified?

- ✓ The applicant describes the organizational capacity needs that will be addressed by this project.
- ✓ The applicant provides evidence of utilizing a process to determine their organizational needs and to inform the design of the proposed project

_____ 0 – No description of organizational capacity needs that will be addressed by this project was provided

_____ 3 – Some description of organizational capacity needs that will be addressed by this project was provided

_____ 5 – The organization described the organizational capacity needs that will be addressed by this project in great detail

16. Did the applicant demonstrate the overall viability of the project to achieve the described organizational capacity outcomes?

- ✓ Based upon the proposed activities and identified outcomes, the organization's effectiveness in relation to carrying out its mission will be improved through this project.

- _____ 0 – Will not achieve organizational capacity outcomes
- _____ 3 – Will somewhat move towards organizational capacity outcomes
- _____ 5 – Will significantly increase achievement of described organizational capacity outcomes

17. Did the applicant adequately describe how changes created by the project will be sustained beyond the life of the grant?

- ✓ The capacity building project will create change that is sustainable beyond the life of the grant.

- _____ 0 – Will not be sustainable
- _____ 3 – Will somewhat be sustainable
- _____ 5 – Will be fully sustainable

18. Is the proposed project budget consistent with the activities described in the proposal?

- ✓ Budget is consistent given the activities being proposed.

- _____ 0 – Not consistent
- _____ 3 – Somewhat consistent
- _____ 5 – Fully consistent

SECTION 3: PROJECT EVALUATION AND MONITORING

19. Did the applicant demonstrate alignment between data indicators and project benchmarks?

- _____ 0 – No alignment
- _____ 3 – Some alignment
- _____ 5 – Significant alignment

20. Will the applicant incorporate evaluation data in order to inform project?

- ✓ The organization has a well-developed plan for incorporating lessons learned from evaluation results into ongoing work.

- _____ 0 – Evaluation data will not be incorporated
- _____ 3 – Some plan for incorporating data
- _____ 5 – Strong plan indicating effective utilization of evaluation and incorporation of lessons learned into ongoing planning efforts and implementation is identified

TOTAL SCORE:

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