

Rubric

Key Criteria Areas for Grant Application Scoring

- 1. Organizational Background and Capacity
 - Mission, vision, and values alignment with grant purpose
 - Leadership, management, and track record of service
 - Financial health and sustainability
- 2. Community Focus and Need
 - Clear identification and understanding of the African/Caribbean communities served
 - Evidence of specific community needs and engagement
- 3. Program/Project Design and Impact
 - Soundness of the proposed project or use of funds
 - Clear, realistic, and measurable goals and outcomes (SMART objectives)
 - Feasibility of implementation (timeline, staffing, partnerships)
- 4. Budget and Financial Stewardship
 - Realistic, detailed, and justified budget
 - Appropriateness of requested funds and leveraging of other resources
- 5. Evaluation and Learning
 - Plan for monitoring, evaluation, and learning from the grant activities
 - Mechanisms for measuring success and reporting outcomes
- 6. Equity, Inclusion, and Community Engagement
 - Commitment to equity and inclusion in both organizational practice and project design
 - Authentic engagement and leadership from within the target community
- 7. Attachments and Completeness
 - Submission of all required documentation
 - Professionalism and clarity of supporting materials

Rating Scale

1–4 Rating Scale

- 4 – Exemplary: Far exceeds expectations; outstanding alignment with criterion.
- 3 – Strong: Fully meets expectations; clear, effective, and well-aligned.
- 2 – Adequate: Partially meets expectations; some gaps or weaknesses.
- 1 – Limited: Does not meet expectations; significant gaps or concerns.

How to select 20 Finalists if...

<50 applications, then rank full criteria: Total Score 0/28: _____ or 0/52: _____ *when reviewed by 2 ppl*

>51 apps streamline and focus on 4 key criteria to select 20 finalists: Total Score 0/16: __ or 0/32: _____ *when reviewed by 2 pp*

Rapid Shortlist: key criteria

- Mission Alignment
- Use of Funds/Project Design
- Budget***
- Attachments/Completeness

Criteria Area	4 – Exemplary	3 – Strong	2 – Adequate	1 – Limited
1. Organizational Background and Capacity	Mission, vision, and values are highly relevant and clearly articulated; strong leadership and proven track record; financial health and sustainability are well-documented.	Mission and values are clear and relevant; leadership and track record are solid; financial health is reasonable.	Mission and values are somewhat relevant; leadership or track record is limited; financial health is minimally addressed.	Mission and values are unclear or not aligned; leadership/track record lacking; financial health not addressed.
2. Community Focus and Need	Clearly identifies African/Caribbean communities served; strong evidence of community needs, with data and authentic engagement.	Good description of target community and needs; some evidence or engagement.	Basic description of community; limited needs assessment or engagement.	Vague or missing community focus; no needs assessment or engagement.
3. Program/Project/Event Design and Impact	Program/project/event use of funds is sound, innovative, and highly feasible; clear, measurable, and realistic goals and outcomes; strong implementation plan.	Program/project/event is well-designed and feasible; goals and outcomes are defined; implementation plan is reasonable.	Program/project/event is basic or lacks innovation; goals/outcomes are general; implementation plan is limited.	Program/project/event is unclear or not feasible; goals/outcomes are missing; implementation plan is weak or absent.
4. Budget and Financial Stewardship	Budget is detailed, realistic, and fully justified; clear connection to project activities; demonstrates strong stewardship and leverages other resources.	Budget is clear and mostly justified; supports project activities; stewardship is evident.	Budget is basic or partially justified; limited connection to activities.	Budget is unclear, unjustified, or not connected to project activities.
5. Evaluation and Learning	Strong plan for monitoring, evaluation, and learning; clear metrics for success and methods for reporting outcomes.	Good plan for evaluation and learning; some metrics and reporting methods.	Limited evaluation plan; metrics or reporting methods are basic.	No evaluation or learning plan; metrics and reporting absent.
6. Equity, Inclusion, and Community Engagement	Equity and inclusion are central throughout; authentic engagement and leadership from within the community; cultural relevance is clear.	Equity and inclusion are addressed in most areas; some community engagement/leadership.	Equity/inclusion mentioned but not integrated; limited engagement or leadership.	Equity/inclusion absent or superficial; no community engagement.
7. Attachments and Completeness	All required documents submitted; highly professional and supportive of application.	Most documents submitted; professional quality.	Some documents missing or basic quality.	Many documents missing or unprofessional.

Criteria to select 10 Winners Scoring: 0/40 ____ or [0/xx] ____ if reviewed by full board or committee

Criterion	4 – Exemplary	3 – Strong	2 – Adequate	1 – Limited
Strategic Fit with BICBP	Proposal advances BICBP’s mission and operational priorities in an outstanding way.	Clearly aligned with BICBP’s mission and priorities.	Some alignment with BICBP’s mission.	Little or no alignment.
Community Engagement & Leadership	Demonstrates deep, authentic engagement and leadership from within the community.	Good engagement and some community leadership.	Limited engagement or leadership.	Minimal or no engagement.
Innovation & Best Practices	Highly innovative and uses best practices in capacity building.	Some innovation and use of best practices.	Limited innovation or best practices.	No innovation or outdated practices.
Feasibility & Scalability	Plan is highly feasible and has strong potential for scaling or replication.	Feasible; some potential for scaling.	Feasibility or scalability is limited.	Not feasible or scalable.
Measurable Outcomes & Impact	Outcomes are specific, measurable, and highly relevant.	Outcomes are clear and measurable.	Outcomes are basic or partially measurable.	Outcomes are vague or missing.
Budget Justification & Stewardship	Budget is detailed, justified, and demonstrates excellent stewardship.	Budget is clear and mostly justified.	Some justification; lacks detail.	Budget is unclear or unjustified.
Evaluation & Learning Commitment	Strong plan for monitoring, evaluation, and learning.	Good plan for evaluation and learning.	Limited plan for evaluation.	No evaluation or learning plan.
Supporting Documentation	Attachments are strong and reinforce credibility and community trust.	Good supporting materials.	Limited or basic materials.	Missing or weak materials.
Equity, Inclusion & Cultural Relevance	Deep commitment to equity, inclusion, and cultural relevance throughout.	Clearly addressed in most areas.	Mentioned but not well-integrated.	Not addressed or superficial.
Overall Quality & Logical Flow	Application is exceptionally clear, logical, and compelling.	Clear and logical.	Somewhat clear; minor gaps in logic.	Disorganized or unclear.