# Recreation Trails Program Grant

### Environmental Protection & Safety Education
### Score Sheet

Total application
Score: _____

(100 points possible)

**Instructions:** **1)** Determine if you have a conflict of interest by completing the conflict of interest section below. **2)** Complete one score sheet per application. **3)** Fill in the project title. **4)** Read the entire application. **5)** Score each section listed below. **6)** Total score box on front page.

PROJECT TITLE: _____     APPLICANT: _____

## *Do you have a conflict of interest?*

If you have a conflict of interest because you are closely associated with the applicant or for another reason, **STOP! Do not** score the application. Please check the appropriate conflict of interest response, fill in the project title and applicant name, print and sign your name and submit the unfinished form. Thank you!

I **DO** have a conflict of interest_____          I **DO NOT** have a conflict of interest_____

REVIEWER'S PRINTED NAME:_____     REVIEWER'S SIGNATURE:_____

<u>SECTION I.  Detailed Project Description:</u> 20 points possible

| Safety and Educational Projects | Points | Score |
|---|---|---|
| A.  Distribution – application describes how, when and to whom the training/educational materials or safety equipment will be presented or distributed, including a schedule of presentations. | 10 | |
| *Complete question B <u>or</u> question C – <u>not both</u> - depending on the type of project. | | |
| B.  <u>Educational or training project</u> – application describes training and/or educational content to be produced and provides mock-up or illustrations showing intended content and appearance of finished product. | 10* | |
| -OR- | | |
| C.  <u>Safety equipment project</u> – application clearly describes safety equipment to be purchased. | 10* | |

Comments on this section:                                                                    Section Score_____ (*20 only)

SECTION II. Timeline of Proposed Activities: 15 points possible

| Timeline of Purposed Activities | Points | Score |
|---|---|---|
| A. Tasks Identified – applicant identified specific project task(s) & provided a timeline. | 5 | |
| B. Timeline is realistic for the proposed project. | 5 | |
| C. Task schedule is realistic and matches project description. | 3 | |
| D. Project Target Dates – applicant provided realistic estimates of project start and end dates. | 2 | |

Comments:

Section Score _____(15)

SECTION III.  **Proposed Budget:** 15 points possible

| Proposed Budget | Points | Score |
|---|---|---|
| A. Budget table is understandable and legible.  Categories are filled throughout the table. Totals are correct? Administrative costs are 7% or less of the total grant request. Match is met? (Match = project total x 20%) | 5 | |
| B. Labor, supplies and equipment requests are realistic and consistent with project description. | 5 | |
| F. Sufficient explanation was provided to backup & justify budget amounts. Have procurement requirements for lowest cost possible been followed or justified (3 quotes required for equipment costs greater than $1000)? | 5 | |

Comments:

Section Score _____(15)

<u>SECTION IV.  Public Benefit:</u> 10 points possible

| Public Benefit | Points | Score |
|---|---|---|
| A. Importance & needs are clearly described and project solves a problem. | 5 | |
| B. Intended recipients are described (users and user numbers). | 5 | |

Comments: Section Score_____(10)

| Community Support | Points | Score |
|---|---|---|
| A. Letters of support from potential project beneficiaries are included. | 10 | |
| C. Community clubs, organizations and local governing body have given this type of project priority. | 10 | |
| E. Courtesy Notice is provided, listed posting dates and locations; applicant described any project support and/or opposition received from notice posting & plan(s) to address any opposition. | 5 | |

Comments:                                                                 Section Score _____(25)

<u>**Attachments:**</u> 15 points possible

| Sponsor Commitment & Project Funding, Sponsor Match and State Agency Review Checklist Attachments | Points | Score |
|---|---|---|
| A. Organizational experience with similar projects; long term implementation plan. | 5 | |
| B. Sponsor match – applicant outlined the sponsor's commitment to the proposed project. | 5 | |
| C.  Applicant provided mock up of proposed educational material, use of previously developed materials/curriculums. | 5 | |

Comments:                                                                                           Section Score_____(15)