

Non-profit Community Support Fund Program Scoring Rubric

Organization Name: _____

TOTAL SCORE: ____/____

Overview

	Yes-1	No-0	Score
1. Copy of IRS 501(c)(3) Determination Letter (Confirming status)			
2. Clear and measurable project scope/description			
3. Funding usage benefits Citrus Heights residents			
5. Provide an Itemized Budget			

Program/Services Overview

The applicant clearly describes the specific program or event and aligns with the funding request

High- 5	4	Medium-3	2	Low-1	Score
A clear summary of the program/services with specific details on how it serves Citrus Heights residents		Somewhat clear summary of the program/services with specific details on how it serves Citrus Heights residents		Vague, incomplete, or confusing summary of the program/services with little or no details on how it serves Citrus Heights residents	

How many Citrus Heights residents will benefit from the program?

5	4	3	2	1	0	Score
>1000	>500	>250	>100	<50	Did not provide an answer	

The applicant identifies clear, specific outcomes that can be expected from this award

High- 5	4	Medium-3	2	Low-1	Score
Clear definition of program/services success. Clear picture of how it will demonstrate outcomes are met.		Good understanding of anticipated specific results of success, but lacks detail.		Success difficult to ascertain, flawed by unmeasurable outcomes.	

Budget

Detailed Project Costs					
High- 5	4	Medium-3	2	Low-1	Score
Strongly detailed and realistic budget with sound use of funds		The budget generally appears to support the program/services as described, although there are gaps in detail.		The budget does not support the described program/services. It seems incomplete, does not reflect actual costs, or is outside of program goals.	

Identified other funding sources (e.g., fees, donations, grants) the organization has received					
High-5	4	Medium-3	2	Low-1	Score
Demonstrates significant financial support from other funding sources without City funding		Demonstrates some financial support from other funding sources without City funding		Demonstrates minimal financial support from other funding sources without City funding	

Written Comments