

United Way of West Florida – 2026-2027 Mini Grant Rubric

Applicant: _____ Reviewer: _____

<u>Section 1 – Operations- 20 Points Max</u>				
Level of Performance	Strong	Fair	Weak/Poor	
Score	5-Points	3 Points	0 Points	Total Points
<i>Does the organization have a designated bank account to deposit the grant award or an identified fiscal agent?</i>	Yes.		No.	
<i>Did the organization clearly explain how they document allowable expenditures?</i>	Yes, the organization does clearly explain how they document allowable expenditures.	Organization partially explains how they document allowable expenditures.	No, the organization does not clearly explain how they document allowable expenditures.	
<i>Is the organization in compliance the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Genetic Information Nondiscrimination Act (GINA) of 2008?</i>	Yes.		No.	
<i>Does the organization have regularly planned Board meetings?</i>	Yes.		No.	

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<u>Section 2 – Alignment – 10 Points Max</u>				
Level of Performance	Strong	Fair	Weak/Poor	
Score	5 Points	3 Points	0 Points	Total Points
<i>Did the organization clearly identify and describe a UWWF value they align with?</i>	Yes.	Somewhat.	No.	
<i>Did the organization clearly identify and describe a UWWF focus area they align with?</i>	Yes.	Somewhat.	No.	

<u>Section 3 - Purpose of the grant request – 30 Points Max</u>				
Level of Performance	Strong	Fair	Weak/Poor	
Score	5 Points	3 Points	0 Points	Total Points
<i>Is the purpose of request and use of funding clearly defined?</i>	Yes, the purpose and how the funding will be utilized is clear and detailed.	Acceptable, the purpose and how the funding will be utilized.	The purpose and how the funding will be utilized is marginal.	
<i>Does the selected purpose align with the explanation of funds?</i>	Yes, the explanation clearly reports alignment with the selected purpose.	Acceptable, the explanation reports alignment with the selected purpose.	The explanation is not clear on how it aligns with the selected purpose.	
<i>Inputs: Are the resources dedicated to the project clearly defined??</i>	Yes, the organization clearly defines the resources with detail.	Acceptable, the organization defines the resources.	The organization marginally defines the resources.	
<i>Outputs/Outcomes: Did the organization clearly define what will be accomplished with the resources and how that will impact the organization?</i>	Yes, the organization clearly defines what will be accomplished with detail.	Acceptable, the organization defines what will be accomplished.	The organization marginally defines what will be accomplished	

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<i>Is there a measurement process in place to capture output and outcome data?</i>	Yes, the organization clearly documents what data they will track and how they will measure progress towards the outcomes.	Acceptable, the organization documents the data they will track and how they will measure progress towards the outcomes.	The organization marginally documents the data they will track and how they will measure progress towards the outcomes.	
<i>Does the organization document how the data will be collected?</i>	Yes, the organization clearly details how they data will be collected.	Acceptable, the organization documents how they data will be collected.	The organization marginally documents how they data will be collected.	

<u>Section 4 – Budget – 5 Points Max</u>				
Level of Performance	Strong	Fair	Weak/Poor	
Score	5 Points	3 Points	0 Points	Total Points
<i>The organization completed budget spreadsheet provided by UWWF.</i>	Yes.		No.	

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<u>Section 5 – Organizational Documents – 15 Points Max</u>				
Level of Performance	Strong	Fair	Weak/Poor	
Score	5-Points	3 Points	0 Points	Total Points
<i>Did the organization provide a copy of last year's financials?</i>	Yes.		No.	
<i>Did the organization provide a copy of the Board of Directors and their affiliation?</i>	Yes.		No.	
<i>Did the organization provide a copy of the most recently approved Board meeting minutes?</i>	Yes.		No.	