Capacity Grant: Rubric

Category	Weight	Description
Development	50%	**Project Description**: Applications must describe the organization's need for increased capacity in the following focus areas: board management, human resource management, marketing and communications and/or strategic planning. The proposal should detail the plans, strategies and activities that will be undertaken to implement the project. This includes outlining specific tasks, timelines and responsible parties for each phase of the project.
		Performance Measures: Applications should clearly state the organization's mission. Additionally, proposals must identify two specific, measurable goals for this project that will directly contribute to the advancement of that mission. To ensure accountability and track progress, applications must list the metrics that will be used to evaluate the success of these goals.
		Budget Narrative: Applications must detail how the funds will be used, why the expenses are needed and include the specific consultants, tools, and/or resources that will be utilized. The proposal should expand on the information provided in the proposed budget and not simply list the itemized expenses.
Governance	25%	**Organizational Leadership**: Applications should detail the processes that will be utilized to ensure consistent and effective engagement with the board, managerial team, and executive leadership in overseeing the project. This includes outlining the type of guidance and feedback that will be sought at each stage of the project to ensure alignment among all levels of the organization.
Stability	25%	**Organizational Preparedness**: Applications should address potential challenges that might occur during the project's implementation. This includes identifying potential risks and providing contingency plans that outline specific strategies and actions to mitigate these challenges and ensure the project stays on track. These contingency plans should be practical, feasible, and demonstrate a clear understanding of the project's potential vulnerabilities.

Scoring

Excellent – 5	Very Good – 4	Good – 3	Fair – 2	Poor – 1
The proposal meets all of the criteria. The proposal has little to no areas of improvement within the category.	The proposal meets most of the criteria. The proposal has minor areas of improvement within the category.	The proposal meets some of the criteria. The proposal has a few areas of improvement within the category.	The proposal minimally meets the criteria. The proposal has notable areas of improvement within the category.	The proposal does not meet any of the criteria. The proposal has major areas of improvement within the category.

Utah Division of
Multicultural Affairs