



# CITY OF NASHUA – MBK NASHUA

## MINI GRANT PROGRAM

### Reviewer Rating Sheet

A sample sheet to help review committee members evaluation of applications you receive.

Instructions to the reviewer: Please rate each application on each of the four criteria below. For each criterion, assign a maximum of 25 points.

Then add all four ratings together, to arrive at the total point score.

1. **Creativity:** How creative is the proposal?
2. **Feasibility:** How feasible is the project in terms of time, budget, and available resources?
3. **Significance:** How well do the goals align with MBK Goals? Are people most at risk targeted? How clearly are the goals and objectives stated? How many people will benefit?
4. **Action Plan:** How well defined is the action plan? How closely tied is the action plan to the stated goals? Are the actions designed to change behavior? Are community members who are affected by the problem involved in the development of goals, objectives, and plans of action?

Application \_\_\_\_\_

Creativity: \_\_\_\_\_ (out of 25)

Feasibility: \_\_\_\_\_ (out of 25)

Significance: \_\_\_\_\_ (out of 25)

Action Plan: \_\_\_\_\_ (out of 25)

Total: \_\_\_\_\_ (out of 100 points)

### Memorandum of Agreement

- I will give MBK Nashua a report of how the project went and what was accomplished no later than August 1, 20\_\_.
- I will return any money that I did not spend to the City of Nashua by August 1, 20\_\_ .
- I will spend the money I get only on things I said I would in my budget. If I need to make changes, I will contact MBK Nashua first.

- This money is not being used to replace, or free up for other use, funds which are presently being used for a another program
- I will let MBK Nashua staff or mini-grant volunteers check up on my program any time they wish to see how it's going and how I'm spending my money.
- If my program is youth focused, I will ask youths to be involved in making decisions about the project.
- I will get the best photographs I can of my project and I share them with MBK Nashua for marketing purposes. I understand that the photographs will be used to show others the benefits of the mini-grants program. I will tell MBK Nashua if someone in my project does not want his or her picture used.
- I will tell others that my project is being funded by the City of Nashua, MBK Nashua mini -grant program and I will put this on any written materials I develop for the project.
- If I am part of an organization, then my signature indicate that I'm the one who has the right to enter into contracts with others for my organization.
- I will let you check my background to see that all this information I've provided is true.

Please Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_

Organization (must be a 5013C) \_\_\_\_\_

Thanks for your application!

If you are funded, we wish you great success!

If you are not funded, don't give up. Talk to someone at MBK Nashua about your ideas and try again next year.  
We want to work with you!