

Grant Reviewer Participation

As a grant reviewer of the Community Grants for the City of McKinney, these are areas that you will review under each application and help prepare you for review, scoring and final deliberations under the Consolidated Grants Application Process.

1. **Organization Background & Experience:** Has this organization run similar programs in the past—similar budgets, focus area, geography? Does their previous experience set them up for success with this new program?
2. **Financial health of organization:** Make sure you take a look at the nonprofit's financial records and ensure that there are no red flags that could indicate this may be an unwise investment.
3. **Program Partners:** If the nonprofit will be working with other partners, are they experienced in this type of program? Are they subject matter experts or invested in McKinney? What specific roles will the partners play, and how will their activities be tracked? If there aren't other partners, are you comfortable that the one organization can fully implement the program on its own?
4. **Program Description:** This should be more than a few sentences with high level goals. The proposal should include a detailed description of how the program will be executed, how exactly the pieces fit together to achieve the desired outcome, and of the different phases involved in implementing and running the program.
5. **Program Timeline:** Of course, even the best laid plans are subject to change, but the proposal should include a general timeline of when the various parts of the program will be executed, how the program will ultimately come together. This is

how staff will continue to monitor the progress of the grant and ensure it's on track with hitting various milestones.

6. **Measurement Plan:** Has an appropriate plan been laid out to monitor and measure the program outcomes? Staff will review and provide details to determine compliance with program objectives.

Can you determine if the staff tasked with tracking results have the appropriate knowledge and experience to accurately do so?

7. **Sustainability Plan:** Has the organization specified a plan to obtain continued funding and/or an ability to self-sustain the program after the grant period has ended? In other words, is the nonprofit already thinking about what happens after this grant?

8. **Communications/Outreach:** Does the proposal outline an appropriate communications plan as part of the overall program, to promote awareness and gain buy-in from the target population? And separately, does the proposal outline how the organization will publicize the program, share learnings at conferences and in publications, etc.?

(McKinney staff will help with this based on program requirements, but can you see in the application if the agency is seasoned enough to handle.

9. **Detailed Budget:** Does the proposal include a detailed line-item budget? Does the line-item budget include reasonable costs (meaning neither inflated nor underestimated) for personnel and program-related expenses?