

Application Assessment Guide

The Application Assessment Guide is a tool developed by Homeward Trust to assess the funding applications submitted to Homeward Trust.

Application Assessment Criteria

The Applicant

1. Is the applicant eligible for funding in accordance with the geographical boundaries of the City of Edmonton?
2. Have there been previous HOMEWARD TRUST agreements with this applicant?
If so, have they produced successful results?
3. Have the applicant's previous agreements with other organizations produced successful results?
4. Does the applicant have the experience and expertise to carry out the proposed activities?
5. Does the applicant have an overpayment with HOMEWARD TRUST?

The Application

6. Does the application respond to the priorities and activities of the Community Plan?
7. Does the application outline the means by which the applicant will verify participant eligibility and/or screen for acceptance to the proposed facility?
8. Are the proposed activities consistent with Community Plan identified priorities?
9. Have objectives and outcomes been clearly defined, with scheduled time frames?
10. Does the application have an implementation plan that includes:
 - a) a description of results to be achieved?
 - b) an outline of project activities?
 - c) timelines for each activity or objective?

11. Are objectives realistic given the plans outlined?
12. Is there an adequate facility to accommodate the project? (i.e. space for a support program)
13. Will the facility be adequate to accommodate the proposed project? (i.e. Construction of an adequate facility to accommodate all of the project)
14. Is there a description of the applicant's staffing requirements, human resource practices (hiring, evaluation etc.) and administrative procedures to be used in the management of this project?
15. Does the application avoid any appearance or reality of unfair competition?
16. Is there a plan for sustainability in place for any initiative that will go beyond HOMEWARD TRUST funding, **OR** is there confirmed sustainable operational funding **OR** is the initiative a Pilot Project initiative to be funded by the HOMEWARD TRUST?

The Budget

17. Do budgeted costs relate specifically to the project activities?
18. Do the budgeted costs fall within program guidelines?
19. Are project costs reasonable and reflective of "fair market value"?
20. Are the cost categories detailed, including the overhead costs?
21. Is there adequate rationale for capital purchases?
22. Does the applicant have adequate bookkeeping and financial controls in place to track project expenditures, including third party contributions?
23. Does the project provide value for money? (i.e. economy, efficiency and effectiveness)

Environmental Assessment

24. Has an Environmental Assessment Pre-Screening Document been completed?
25. Has an Environmental Assessment been completed, if applicable?

Partnerships & Consultation

26. Is the applicant providing a financial contribution to the project (i.e. equity or in-kind contributions)?
27. Has the applicant sought funding from other sources?

28. Has the applicant obtained/ received confirmation of funding from other sources?
29. If YES to question 28, is there a letter on file from each partner confirming their commitment (i.e. monetary, in-kind donations, etc.) and the extent of their involvement?
30. If applicable, is there evidence of community support for the application?
31. If the proposed project is presented as a Pilot Project initiative, has the applicant detailed how and to whom the initiative will be marketed to in order that sustainable funding might be obtained? (i.e. description of potential funders, marketing plan with timelines, etc.)

Performance Measurement

32. Does the application outline a performance measurement strategy?
33. Does the performance measurement strategy include: **What** needs to be measured; **How** it will be measured; How **often** it needs to be measured; and if there is a **cost** for data collection and analysis.
34. Does the performance measurement strategy include descriptions of: **Outputs** (program/project products); Expected **outcomes** what will be achieved in the immediate, intermediate and long term); Performance **indicators** (objective determinants of levels of success); and what **data sources** will contribute to performance measurement.
35. Does the application describe an evaluation method and strategy?
36. Does the Evaluation Strategy reflect a long-term perspective?

Urgent-Need Applications

- Is the proposed project time-sensitive? That is, will there be a direct impact on absolute homeless individuals within approximately two months of funding the project?
- Has the project been identified as a priority through a public process?
- Does the project primarily address the needs of the absolute homeless?