



Public Service Contract Application Evaluation Guidelines

The Nonprofit Services Advisory Committee (Committee) will review eligible applications according to the following weighted evaluation criteria:

Criteria 1: Demonstration of Program Need

Weight: 25%

Describe the need that your program addresses. Use quantitative and/or qualitative data to demonstrate the need for the program among Park City residents and/or Park City workforce.

Criteria 2: Demonstration of Public Benefit to Park City Residents

Weight: 30%

Describe how the program will provide a public benefit to Park City residents and/or Park City workforce.

Criteria 3: Performance Outcomes and Measures

Weight: 30%

Successful applicants will be required to identify program outcomes (a minimum of two and a maximum of four) and report on performance progress every 6 months throughout the contract period.

Criteria 4: Program Budget

Weight: 15%

Describe how requested funds will be used to achieve performance outcomes. Provide details on any additional funding sources for your program and provide justification for line-item expenditures.

Application Scoring

Each eligible application will be reviewed by Committee members according to the scoring definitions and rubric attached. Committee members assess each application with a score of one to five for each evaluation criterion. Committee member scores for each application are weighted and averaged to create a total score. Applicants with a total score of less than 60% on their application evaluation will not be considered for funding.

Applicant Interviews and Committee Recommendations

Applicants with a total score of 60% or more on their application evaluation will be asked to make a 5-minute presentation to the Committee, with another 5-10 minutes allotted for Committee questions. The Committee will draft funding recommendations based on the applicants' evaluation scores, interviews, the amount of funding requested versus the amount of funding available, and any current PCMC support to the applicants.

Public Service Contract Application Evaluation Rubric

Weight	Criteria	1 – Poor	2 – Unsatisfactory	3 – Satisfactory	4 - Good	5 - Excellent
25%	Demonstration of Program Need	Application does not demonstrate a need for the program/project	Application demonstrates little need for the program/project	Application demonstrates a moderate need for the program/project	Application demonstrates a strong need for the program/project	Application demonstrates a critical need for the program/project
30%	Demonstration of Public Benefit to City Residents	Application does not demonstrate any benefit to City residents	Application demonstrates little benefit to City residents	Application demonstrates a moderate benefit to City residents	Application demonstrates a strong benefit to City residents	Application demonstrates a crucial benefit to City residents
30%	Performance Outcomes and Measures	Performance outcomes and measures are missing or are extremely vague; outcomes are highly unlikely to be attainable and/or outcomes would have no impact on City residents	Performance outcomes and measures are not very clear; outcomes may not be attainable and/or outcomes would have little impact on City residents	Performance outcomes and measures are somewhat clear; outcomes are possibly attainable and would have a moderate impact on City residents	Performance outcomes and measures are very clear; outcomes are likely attainable and would have a strong impact on City residents	Performance outcomes and measures are exceptionally clear; outcomes are very likely attainable and would have a significant impact on City residents
15%	Program Budget	Budget fails to identify expenditures or fails to demonstrate how expenditures are needed to achieve performance outcomes; budget fails to identify other funding sources or relies entirely on City funding	Budget unsatisfactorily outlines expenditures and how they are needed to achieve performance outcomes; Budget relies heavily on City funding, with little to no additional funding sources	Budget outlines some expenditures and does a fair job of linking them to performance outcomes; Budget identifies other additional funding sources	Budget clearly outlines expenditures and adequately demonstrates how they are needed to achieve performance outcomes; Budget identifies other potential funding sources to leverage City resources	Budget clearly outlines expenditures and strongly demonstrates how they are needed to achieve performance outcomes; Budget clearly identifies sufficient additional funding sources to optimally leverage City resources