

Application Scoring Criteria- Mini Grants (UPDATED October 16, 2024)

Mini-Grants: (page 3 of Guidelines)

The mini-grants program is a competitive process that provides a source of funding for eligible nonprofit organizations who are requesting funds for the purposes of capacity building or for small-scale innovative ideas or projects. Organizations of any size can apply through the small grants process, if desired. The mini-grant application requires basic information from organizations regarding their background and mission, need for the service, project description, budget, and two performance measures within the Areas of Need. For FY25, a total of \$25,000 is allocated for mini grants.

Category	Question/Information	Points
<p>Completeness of Application</p>	<p><u>All</u> required documentation along with a complete application must be submitted to the City to be considered for the mini-grant program.</p>	<p>10 points</p>
<p>Project Description and Timeline</p>	<p>Criteria: Enhances City of Fairfax’s functions or services by providing services that improve the well-being of citizens.</p> <ul style="list-style-type: none"> • Question 1: How does your proposed funding request relate to the defined Area(s) of Need identified by the City of Fairfax? • Question 2: How does your organization’s mission align with the Area(s) of Need? • Question 3: <i>Under bonus section</i> • Question 4: Provide a brief overview of your grant request, including a description of the program/service for which you are requesting funding. <p>Include the organization’s proposed timeline for utilizing the city’s nonprofit grant funds if awarded.</p>	<p>20 points</p>
<p>Statement of Need</p> <p>This should include quantitative documentation of the organization’s</p>	<p>Criteria: Collaboration with others (including City of Fairfax and Fairfax County agencies) results in efficiencies, lack of duplication, and expands service to residents. The need is substantiated through definitive statements of need from other reliable sources.</p> <ul style="list-style-type: none"> • Question 5: Provide data reflecting the current services your organization provides in the City of Fairfax along with a statement of need for those services. 	<p>25 points</p>

<p>impact within the City of Fairfax</p>	<ul style="list-style-type: none"> • Question 6: What Fairfax County and/or City of Fairfax Human Service departments do you collaborate to bring services to City of Fairfax residents? With which other organizations do you collaborate? Describe the nature of these collaborations and whether an agreement/MOU is in place for these collaborations? • Question 7: How do you track the overall number of participants served by your program, including the number of participants living in the City of Fairfax your organization serves? How will your organization ensure that city funds are being used to serve City of Fairfax residents? • Question 8: Describe how your organization utilizes volunteer services and/ or other community resources to support its mission. • Question 9: Mini-grant applicant does not answer. 	
<p>Organizational Background, Qualifications and Expertise</p>	<p>Criteria: Organization demonstrates the qualifications to successfully implement and sustain the proposed program or service.</p> <p>Question 10:</p> <ul style="list-style-type: none"> • When was your organization created and why? • When did your organization begin to provide services within the City of Fairfax? • Please detail your organization’s capacity to provide the program or service for which funding is being requested (include resumes of staff managing and working on program/services for this grant opportunity)? 	<p>20 points</p>
<p>Financial Health including cost justification</p>	<p>Criteria: Analysis of key financial ratios and trends based on IRS form 990 data and/or financial statements. Includes liquidity, profitability, and revenue mix to assess organization’s financial health and viability.</p> <ul style="list-style-type: none"> • Question 11-12: Mini-grant applicant does not answer. • Question 13: Does your organization currently receive funding from the City of Fairfax, Fairfax-Falls Church Continuum of Care Partnership or Fairfax County’s Consolidated Community Funding Pool (CCFP)? • Question 14: Is your organization currently on a federal or state disbarment list? Yes or No. 	<p>25 points</p>

	<ul style="list-style-type: none"> • Question 15: How will these funds be used? Provide a narrative description of your proposed budget along with a completed budget template. • Has your organization or any of its key personnel been excluded or debarred from participation in federal or state programs? If yes, provide details, including reasons for exclusion or debarment. 	
<p>BONUS POINTS</p> <p>Alignment with the City Council's Vision/Goals</p>	<p>Criteria: Organization's mission is consistent with City Council's overall vision.</p> <p>Bonus Question 3:</p> <ul style="list-style-type: none"> • What is your organization's mission? How does your mission align with the City's vision? 	<p>10 points</p>

Given the ranking system above, applications with total averaged scores of 75 or higher will be automatically considered for funding. Applications scoring less than 75 points will not be considered for funding. In addition, applicants scoring less than half of the available points under Demonstration of Need or Financial Health will be reviewed and may be rejected regardless of total score. ***Organizations who score under 25% of the total points for any of the areas of evaluation will not be considered for funding.***