

# **Meals for Kids Grant (Summer Food Service Program) Evaluation Document**

This competitive grant is available to new and returning sponsors of the (Summer Food Service Program) SFSP. The focus of the grant is to assist sponsors to start a new summer meals program, increase participation in an existing program, improve meal quality in the program, or improve the equipment and small wares used in this program.

Funds may be used or such things as providing staff time for program development, purchasing food service equipment, providing staff training on the use of new equipment or how to conduct community outreach, or disseminating program information to households and the community to encourage program participation. Grants will not be awarded for activities required by or unrelated to the SFSP (i.e. staff training required to administer/operate the program, site activities).

## **Instructions**

1. You have been assigned an evaluator code and it is noted on the Scoring Record. The evaluator's name is never shared with anyone outside this office.
2. Each grant has been assigned a grant code. Only evaluate one grant application at a time. Do not try to compare grant applications.
3. Be consistent in the evaluation process and scoring.
4. Some applications have more than one "ask". Each "ask" will be evaluated separately, except for multiples of the same thing.
5. Use the Scoring Matrix to base scores on. Insert a score on the Scoring Record for each item being scored. Multiple and partial numbers cannot be used; the lowest whole number noted will be used.
6. Applicants occasionally request information about why they did not receive funding. Unless evaluators provide feedback on the "Optional Comments to Applicants" sheet, we cannot provide applicants with any feedback other than they did not receive a high enough score to be funded. If you would like to provide feedback, please use the "Optional Comments for Applicant" form.
7. Begin by reading through an entire grant to understand the flow of the application. Then begin scoring.

### Section 1: Per Child Funding Ratio

Grants are scored based on the estimated number of children the funds will impact. This is called the *per child funding ratio*. This ratio is the dividend of the grant amount requested divided by the estimated number of children impacted; the lower the ratio, the higher the impact. Assign points as noted below for Section 1:

- 2 points = less than \$20 per child
- 1 points = \$21 - \$50 per child
- 0 points = greater than \$50 per child

### Section 2: Certification

Assign points based on the checked response.

- 10 points = Start a new SFSP.
- 5 points = Returning SFSP sponsor who is adding sites.
- 2 points = Returning SFSP sponsor who is not adding sites and has never received a MFK grant.
- 0 points = Returning SFSP sponsor who is not adding sites and has received a MFK grant in the past.

### Section 3: Equipment/Project Plan

Items 3.1-3.7: Use the 0-5 points scoring matrix below to score each item.

<u>0-5 Points</u>	<u>Rationale</u>
0-1	<b>Poor</b> – not explained/marginally established
2-3	<b>Average</b> – acceptable response/described approach sufficiently to be considered as meeting minimum requirements
3-4	<b>Good</b> – above-average response/described in sufficient detail to be considered as exceeding minimum requirements
5	<b>Excellent</b> – superior, innovative, detailed, efficient response/described approach in sufficient detail to be considered as <i>far exceeding</i> minimum requirements

### Section 4: Equipment/Project Budget

Each item in this section has a maximum of one (1) point each. Note that each section does not need to be completed as the request is dependent upon the equipment/project. The requested funds must tie back to the equipment/project justification. If they do not, assign zero (0) points.

Item 4.1: Equipment and small wares - information provided in the “Requested Item” box must be consistent with information in items 2.1-2.7. If it does not, assign zero (0) points. If this section is not completed, assign zero (0) points. The other information in this subsection will be evaluated internally.

Item 4.2 & 4.3: Outreach and Training – information must be consistent with items 2.1-2.7. If it does not, assign zero (0) points. If this section is not completed, assign zero (0) points.

Item 4.4: In-Kind Contributions –assign one (1) point total if sponsor identifies in-kind contributions that relates to items 2.1-2.7. If this section is not completed, assign zero (0) points.