

# Limited Duration Operating Grant January 2025

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*City of Prince George*

## Scoring Matrix

The objective of the Limited Duration Operating Grant is to provide funding to registered not-for profits towards overall operating costs and are not designated for any specific project or activity. Allocations are up to 30% of the organizations overall operating budget up to max of \$30,000.

### *Alignment with Grant Criteria: Programs & Services (40%)*

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#### **Programs and Services Overview\***

Only use 0, 3 or 5

0: No or unclear details provided

3: Basic overview with limited detail

5: Clear, engaging, comprehensive, and detailed overview

**Scoring Options:** 0 - 5

#### **Alignment with Grant Criteria\***

Only use 0, 3 or 5

0: No alignment with grant criteria

3: Some alignment with the grant criteria

5: Strong, clear alignment with grant criteria

**Scoring Options:** 0 - 5

#### **Target Audience & Service Delivery Trends\***

Only use 0, 3 or 5

0: Audience not identified or no trends in service demand mentioned.

3: Audience identified, but service demand trends (increase, stable, decrease) are unclear or missing.

5: Audience clearly identified with clear trends in service demand (increase, stable, or

decrease).

**Scoring Options:** 0 - 5

### **Community Needs, Adaptation, and Partnerships\***

Only use 0, 3 or 5

0: No clear explanation of how the organization meets community needs, adapts to challenges, or forms partnerships.

3: Some mention of community needs, emerging challenges, or partnerships, but with limited detail on how the organization adapts or collaborates.

5: Clear description of how the organization meets community needs, adapts to challenges, and builds partnerships.

**Scoring Options:** 0 - 5

## *Funding & Financial Details (30%)*

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### **Main Sources of Funding and Other Sources of Confirmed Funding\***

Only use 0, 2 or 3

0: No sources

2: Some sources

3: Diverse sources

**Scoring Options:** 0 - 3

### **Revenue Trends\***

Only use 0, 2 or 3

0: No explanation or unclear explanation of funding trends.

2: Basic explanation of funding trends with limited details.

3: Clear and detailed explanation of funding trends and the reasons for changes.

**Scoring Options:** 0 - 3

### **Financial Transparency\***

Only use 0, 2 or 3

0: No details on how reports (e.g., meeting minutes, financial statements) are shared.

2: Some reports (e.g., meeting minutes, financial statements) mentioned, but limited details on types or how to access them.

3: Comprehensive details on the types of reports (e.g., meeting minutes, financial statements) and clear instructions on how they can be accessed (e.g., available on the website, upon request, etc.).

**Scoring Options:** 0 - 3

**Sustainability\***

Only use 0, 2 or 3

0: No details provided on plans for sustaining the organization.

2: Some details on sustainability plans, but lacks depth or clarity.

3: Clear and comprehensive details on how the organization plans to sustain itself beyond the grant funding.

**Scoring Options:** 0 - 3

**Clarity in Operational Funding Budget Table\***

Only use 0, 2 or 3

0: Unclear/incomplete

2: Clear but missing details

3: Clear, comprehensive, complete table

**Scoring Options:** 0 - 3

## *Need for Funding: Challenges & Future Plans (30%)*

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**Challenges & Opportunities\***

Only use 0, 3 or 5

0: No identification of challenges or opportunities

3: Some identified, lacks depth/clarity

5: Clearly identified challenges and opportunities, well-defined, detailed, actionable

**Scoring Options:** 0 - 5

**Future Planning\***

Only use 0, 3 or 5

0: No details

3: General overview, some detail

5: Well-defined, detailed, actionable

**Scoring Options:** 0 - 5

**Metrics & Monitoring\***

Only use 0, 3 or 5

0: No metrics or monitoring plan

3: Some metrics but not fully developed

5: Clear, measurable, specific evaluation process

**Scoring Options:** 0 - 5