

Towns Grant Scoring Rubric

The following are the review criteria the review team will use to score each Towns grant application. Each grant will be rated based on the criteria listed and given a score out of one hundred.

	Exemplary	Meets Expectations	Insufficient Evidence
Community Engagement & Impact – 30 Points Possible	Strong evidence of community involvement, clear plan for engagement, and well-defined positive impact on community pride, participation, and long-term benefit. (22 - 30 Points)	Some community involvement is demonstrated, and impact is generally clear, but engagement strategy or long-term benefit is limited. (12 – 21 Points)	Minimal or unclear community involvement and weak or unsupported community impact. (1-11 Points)
Funding Need & Addressing Community Challenge – 25 Points Possible	The project clearly articulates the community challenge or problem being addressed. The project scope, purpose, and rationale are well-defined, and the need for funding is clearly justified. The proposed approach demonstrates a strong understanding of the issue and how the project will address it. (16-25 Points)	The application identifies the community challenge or problem being addressed, but the project plan, rationale, or execution strategy lacks full clarity or detail. (7-15 Points)	The project description is unclear, incomplete, or lacks sufficient detail to understand the project scope, purpose, relevance, or community need. (1-6 Points)
Timeline – 20 Points Possible	Timeline is clear, detailed, realistic, and includes defined monthly milestones. The project demonstrates strong readiness to begin upon award (“shovel-ready”) and shows a high likelihood of completion before the required 12-month timeframe. (15-20 Points)	Timeline is generally clear and includes basic milestones with reasonable expectations for completion. Minor concerns may exist regarding feasibility, weather impacts, scheduling, or the ability to complete the project within 12 months. (7-14 Points)	Timeline is vague, incomplete, or lacks sufficient detail to assess feasibility. Project start date is dependent on other corresponding projects or contractors that are not confirmed. (1-6 Points)

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Past Commerce Awards – 10 Points Possible	Community hasn't received any funding from the Kansas Department of Commerce since 2019 or has received less than \$10,000. (8-10 Points)	Community has received 1-2 grants from the Kansas Department of Commerce since 2019 or funding less than \$200,000. (4-7 Points)	Community has over 3 grants from the Kansas Department of Commerce since 2019 exceeding \$200,000. (1-3 Points)
Budget – 10 Points Possible	Budget is complete, realistic, and well-aligned with the project scope. Costs are clearly justified and supported by detailed bids, contractor quotes, estimates, or pricing documentation that directly correspond to the proposed work. (8-10 Points)	Budget is generally complete and reasonable, though minor gaps may exist in cost detail, alignment to the project scope, or supporting documentation such as bids and estimates. (4-7 Points)	Budget is incomplete, unclear, unrealistic, or poorly aligned with the project scope. Supporting bids, estimates, or justification are insufficient or missing. (1-3 Points)
Supporting Documentation – 5 Points Possible	Application includes strong supporting documentation, such as letters of support, detailed project materials, contractor quotes, estimates, and/or specific project plans that clearly align with the proposed scope and partner roles. (4-5 Points)	Application includes required letters of support and some supporting materials; however, documentation, partner roles, project plans, or estimates may lack detail or specificity. (2-3 Points)	Required letters of support or supporting materials are incomplete or not aligned with the proposed project. (1 Point)
Total: 100 Points			