

# PROGRAM EVALUATION FORM

**EACH MEMBER** of the **Review Team** should complete a form based on application review and site visit experience.

Agency: \_\_\_\_\_  
 Program: \_\_\_\_\_  
 Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

		Reference Application Question(s)	Not demonstrated 0	Poor 1	Average 2	Good 3	Excellent 4
<b>APPLICATION SECTION 2 – Program Information</b>							
A	The program addresses community needs and the “root causes” of problems.	11 & 12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B	Program uses research-based methods or best practices.	13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C	The organization and program management is qualified to deliver this program.	14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D	The target population aligns with the focus area and outcomes identified, and the geographic area served is in Chippewa and/or Eau Claire counties.	15 - 17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E	The number of individuals served by the program is appropriate, based on the grant request.	18 & Attachment A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Subtotal (add all points for this section)</b>							
Comments: <i>(This field will be larger on the actual form)</i>							

			0	1	2	3	4
<b>APPLICATION SECTION 3 – Program Goals &amp; Outcomes</b>							
A	This program aligns with one or more of United Way’s community-wide outcomes.	Section 7: 41 & 42	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B	The strategies used align with the strategies identified in United Way’s community action plan, and will meet the needs of the target population.	20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C	Outcome measurement is clearly defined (includes program level outcomes and statistical indicators).	19, 21 & 22	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D	Program outcomes appropriately align with the scope of the program described in Section 2.	21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E	Achievement of program outcomes will contribute to achievement of the United Way outcome(s) identified.	21 & Section 7: 42	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F	The programs outcomes are realistic and achievable within the timeframe specified.	21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G	Outcome measurement results are (or will be) used to evaluate and improve the program.	23 & 24	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H	The program has an appropriate plan for communicating results outside of its organization.	25	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Subtotal (add all points for this section)</b>							
Comments: <i>(This field will be larger on the actual form)</i>							

<b>SUBTOTAL – Sections 2+3</b>	
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*If subtotal score is less than \_\_\_\_, the program should be eliminated from further consideration.*  
 Approved to move forward in the process? ☐ Yes ☐ No

		Reference Application Question(s)	Not demonstrated 0	Poor 1	Average 2	Good 3	Excellent 4
<b>APPLICATION SECTION 4 – Program Staffing, Work Plan &amp; Timeline</b>							
A	The program is appropriately staffed with qualified service providers.	26	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B	Volunteers, if used, receive appropriate training and supervision.	27	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C	The management/supervisory structure is appropriate for the program.	28 & Attachment F	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D	The work plan is appropriate for implementing the program and its initiatives.	29 - 31	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E	The program has a plan on how to use media to enhance communication about the program.	32	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Subtotal (add all points for this section)</b>							
Comments: (This field will be larger on the actual form)							

			0	1	2	3	4
<b>APPLICATION SECTION 5 – Program Funding Request &amp; Budget</b>							
A	The United Way grant request does not exceed 50% of the program's budget.	33 & Attachment A	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
B	The proposed budget is appropriate for the type and quality of work described.	33 & Attachment A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C	The program has at least one collaborating partner, and collaborating partner(s) are providing appropriate and needed resources.	35	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D	The program has a viable plan for self-sustainability after the grant period is over.	36	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E	If question 37 is "No," score=4. If question 37 is "Yes," the organization/program has an appropriate corrective action plan, and the applicant program is in good standing. (Score should be rated between 0-3.)	37 & Attachment H	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Subtotal (add all points for this section)</b>							
Comments: (This field will be larger on the actual form)							

			0	1	2	3	4
<b>APPLICATION SECTION 6 – Program &amp; Its Relationship to Mission</b>							
A	The program contributes to the overall mission of the organization.	38 & Section 1: 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B	The program will actively and appropriately involve people in elected positions and other community leaders.	39	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C	The program will help United Way achieve its mission to provide active leadership, by bringing resources together to improve lives and create stronger communities.	40	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Subtotal (add all points for this section)</b>							
Comments: (This field will be larger on the actual form)							

			0	1	2	3	4
<b>ORGANIZATIONAL STRUCTURE</b>							
A	The agency's Board of Directors and/or Advisory Board represents a diversity of skills and knowledge, including experience in finance, leadership, program management and public relations.	Attachment G	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B	The organization chart clearly shows the board, management and program structure.	Attachment F	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C	Based on the organization chart, the structure seems appropriate for managing the organization and its programs.	Attachment F	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Subtotal (add all points for this section)</b>							
Comments: (This field will be larger on the actual form)							

<b>SUBTOTAL (All sections above; Sections 2 through 6 and Organizational Structure)</b>	
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Those with an overall score of \_\_\_\_ and above may move forward and receive a site visit. The number of programs that receive site visits should be determined based on the total number of applicants and the number of applicants addressing each outcome. Only those with the highest scores should receive site visits.

Approved to move forward and receive a site visit? ☐ Yes ☐ No

**Questions to be asked at site visit:**

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**SITE VISIT**

		0	1	2	3	4
A	Representatives demonstrate knowledge about the community, clients, needs, and resources.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B	A board member was present and articulated that the board is fully engaged and supportive of staff, programs and the agency.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C	The chief executive appears to have a productive, effective working relationship with the board and program staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D	The client's experience is clearly articulated and adds to the overall understanding of the program, activities, interactions, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E	Appropriate accountability practices (including financial management) were demonstrated or articulated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F	Representatives clearly articulated the internal value of outcome measurement and incorporating feedback into program development and continuous quality improvement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G	The program collaborates with other organizations to gain additional support and resources, maximize coordination of services, and engages community stakeholders.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H	The facilities and equipment adequately serve program needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**SUBTOTAL** *(add all points for this section)*

Comments: *(This field will be larger on the actual form)*

**OVERALL TOTAL** *(Add all subtotals)*

Comments:

**For Agencies Previously Put on Probation (See Probation Report)**

Has the agency adequately addressed the issues that resulted in probation?   ☐ Yes   ☐ No

Comments:

**FUNDING REQUEST & RECOMMENDATION**

	Year 1	Year 2	Year 3
Funding Request	\$	\$	\$
Funding Recommendation	\$	\$	\$

**Reason for funding recommendation:**