

USTA NORTHERN COMMUNITY TENNIS GRANT EVALUATION & REVIEW FORM

Organization Name: _____

Reviewer Name: _____

Amount of Grant Request: \$ _____

Funding Period: _____ to _____

Proposal Summary: (Write a brief description of what the organization is trying to accomplish through the USTA Northern Grant.)

Criteria for Grant Proposal Review:

1. **Demonstration of need for support** - Does the applicant list any other sources of revenue to support the program/project? If program user fees are low, do they provide an explanation? Do they identify a gap in existing programming that needs to be filled? ☐A ☐B ☐C
2. **Proposal supports/adheres to USTA Northern mission, priorities, and core programs** - One of the ways USTA Northern succeeds at meeting our mission is through grant funding to communities that promote and develop the growth of tennis at the local level with attention to our priorities and core programs. ☐A ☐B ☐C
3. **Clarity of explanation on how grant funds will be used** - As you review the proposal, is it easy for you as the reviewer to understand what the applicant is trying to accomplish? Have they explained how they will spend the funding and is it reasonable? Has the applicant described the activities and strategies that will take place to achieve goals and objectives? ☐A ☐B ☐C
4. **Achievable goals & objectives** - Each applicant should have clear goals and objectives that they are attempting to accomplish. Can you identify the goals and objectives? Are they clear and understandable and are they achievable? ☐A ☐B ☐C
5. **Program and/or organizational structure** - If the applicant is requesting funds for general operating support of a program, is the organization set-up for success? Does the CTA have a board of directors? A clear mission statement? Has the applicant listed past achievements? Do they have a good track record? Do their programs address a need in the community? Do they have staff, volunteers and instructors to accomplish their goals? Do they reach out to all segments of the community? ☐A ☐B ☐C

6. **Sustainability/Ability to leverage USTA NORTHERN funding** - Is it clear how the organization plans to sustain its programs and services financially? Do they have a plan? Do they have a diverse base of funding? Has the organization received additional funding from other sources? ☐A ☐B ☐C
7. **Evaluation of success and ability to replicate the project or program** - Does the organization define success? How will they measure effectiveness? Do they list the results they hope to achieve by the end of the funding period? ☐A ☐B ☐C
8. **Effective collaborations in community** - Do they have established relationships with other community-based organizations? Do these community organizations support the work of the organization? ☐A ☐B ☐C
9. **Training and education of staff, volunteers, instructors, parents** - Does the organization value training and education? Have they taken advantage of local USTA trainings in the past? Did they budget for training and education? Do they explain how they will address training and education needs for staff, volunteers and instructors? ☐A ☐B ☐C

Reviewer contacted organization/applicant for further explanation of proposal

☐ Yes ☐ No

Criteria Comments & General Overall Comments:

(Please write brief comments regarding the proposal/applicant)

Overall Recommendation: ☐ A ☐ B ☐ C

Recommended Grant Amount: \$ _____

A = High recommendation for funding

B = Moderate recommendation for funding

C = No recommendation for funding at this time