

Westfield Non-Profit Grand Funding Program Application Evaluation Criteria

Local Fiscal Recovery Fund of the American Rescue Plan Act of 2021

Eligible Initial Applications for Consideration submitted by organizations that meet the “Organizational Qualifications” identified in the Westfield Non-Profit Grant Funding Program Application shall be referred to the City of Westfield, Indiana ARPA Committee (“Committee”). The Committee will review applications and make an evaluation based upon the following criteria:

Potential Points	Criteria	Scoring
Total: 15 Points		0 unsatisfactory, 1 some deficiencies evident, 3 satisfactory, 5 exceptional
Demonstration of Need 5 Points	Applicant explains how applicant has experienced negative economic impacts or public health impacts of COVID-19 on the applicant organization that can be addressed by Non-Profit Grant Funding Program.	0 missing or unclear explanation 1 limited explanation 3 adequate explanation 5 clear explanation of need for funding in line with ARPA guidance.
Expenditure Evaluation 5 Points	Applicant explains how Non-Profit Grant Funding (“Funding”) in an amount commensurate to the amount requested by the applicant will be used to respond to negative economic impacts or public health impacts of COVID-19 on the applicant organization	0 missing or unclear explanation 1 limited explanation or explanation unrelated to ARPA parameters 3 explanation reflects appropriate expenditure of ARPA funds 5 explanation reflects appropriate expenditure of ARPA funds and demonstrates efficient and maximizing use of Funding
Financial Statements 5 Points	Applicant financial statements or tax returns are submitted per request and reflect need for Funding	0 missing or incomplete submission 1 complete submission but statements/returns do not reflect negative economic impact on applicant organization 3 complete submission that demonstrates some need for Funding 5 complete submission that clearly demonstrates the necessity of Funding

Eligible Supplemental Applications for Consideration submitted by organizations that have been identified by the City of Westfield, Indiana ARPA Committee (“Committee”) following review of the applicant’s Initial Application for Consideration will be reviewed by the Committee based upon the following criteria:

Potential Points	Criteria	Scoring
Total: 17 Points		0 unsatisfactory, 1 some deficiencies evident, 3 satisfactory, 5 exceptional
Service to Westfield Washington Township (“Township”) Residents 5 Points	Applicant identifies that it serves a significant number of Township residents	0 organization does not serve Township residents 1 applicant does not primarily serve Township residents 3 applicant primarily serves Township residents 5 applicant primarily serves Township Residents and has a significant impact on the Township
Service to Under-Represented or Disadvantaged Communities 7 Points	Applicant identifies ways in which it serves communities that are under-represented or disadvantaged (such as low-income households and racial and ethnic minority communities)	0 missing or unclear explanation 3 explanation does not identify service to under-represented or disadvantaged communities 5 explanation reflects that the applicant consciously provides support and services to under-represented or disadvantaged communities 7 explanation reflects that the applicant has service to under-represented or disadvantaged communities as core to its activities.
Budget Document 5 Points	Applicant provides a clear budget projection for use of the Non-Profit Grant Funding (“Funding”) to respond to the negative economic impacts or the public health impacts of COVID-19 on the applicant’s operations.	0 missing or incomplete submission 1 complete submission but budget items are not in line with ARPA Guidance 3 complete submission that demonstrates Funding will be used to support operations or COVID-19 responses 5 complete submission that demonstrates Funding will be used in a manner that enhances the applicant’s ability to serve the community in addition to providing support for operations or COVID-19 response.