

Minnesota Office of Justice Programs
Crime Victim Services
Crime Victim Funding for Unmet Needs
Proposal Reviewer Sheet

Total Score: _____

Applicant Organization Name: _____

Instructions: Use this form to evaluate how well the applicant provides the requested information. The Strengths and Weaknesses comment sections are for notes that support the score you gave.

1. Organizational Information (15 points – 2 pages)

Intent: This section should give you a solid understanding of the applicant, their overall organizational purpose, the context in which they provide services, the type, scope and quantity of crime victim services they provide, and who they predominantly serve.

a. Mission/History:

- Is the organization’s mission statement clearly stated?
- Is a clear, brief history included?

b. Current Services:

- How clear and understandable are the crime victim services?

c. Context:

- How well did this information convey the context within which victim services are provided and to whom services are provided? How well do you understand who this applicant is and what they do?

Org. Info Score (out of 15): _____

Strengths of this section:

Weaknesses of this section:

2. Unmet Needs (40 points – 4 pages)

Intent: The applicant was asked to explain fully the unmet needs for which they seek funding that are currently not being met by any agency, and to provide specific data that supports their case using facts and available quantitative data (e.g., geographic and demographic characteristics, community crime rate data, lack of other services, documentation of the number of crime victims whose advocacy needs were unaddressed in the past year and the source of this data, etc.). Note: recent funding loss cannot be the sole justification for unmet need.

a. Needs Statement:

- How well does the data (factual and quantitative) support their description of unmet needs?
- How supported by data and compelling is the applicant’s case?

b. Capacity:

- How well does the applicant convey their understanding of the unmet needs?
- How well addressed is the applicant’s ability and capacity to effectively address the unmet needs?
- How clear and reasonable is the applicant’s explanation of why they chose these unmet needs over others that may exist?

c. Collaborative Partnerships (see RFP Definitions, pg. 3):

- How well described are the applicant’s partnerships and their respective roles and responsibilities?
- How clearly detailed are the ways these partnerships improve the response to victims?

Unmet Needs Score (out of 40): _____

Strengths of this section:

Weaknesses of this section:

3. Proposed Program Activities (15 points – 1 page)

Intent: Applicants were directed to put the following information in list form. (This info applies to activities for this proposal, not their currently funded activities.)

- a. **Services:** Are proposed direct services to primary and secondary victims and the program “crime type(s)” clear? (See RFP Definitions, pg. 3 for “crime type.”)

- b. **Proposed service area:** Is proposed service area clear?

- c. **Location:** Is location(s) from which services will be provided clear? (Are city and county names identified?) If staff will travel to provide services, is it clear where?

- d. **Staffing:** Did applicant include proposed staff position titles and FTE (Full-Time Equivalent) per title (e.g., *City A in County B, Sexual Assault Direct Service Advocate - .50 FTE*)? (Group applicants should have included from which agency the staff is paid.)

Additional Reviewer question:

- How well do the proposed services and proposed staffing fit with their Needs Statement section (2.a)?

Program Activities Score (out of 15): _____

Strengths of this section:

Weaknesses of this section:

2. Community Outreach (15 points – 1 page)

Intent: This section should give you a solid understanding of the outreach and promotional efforts the applicant will undertake to reach broader and more diverse populations, and to create more support in the community for their agency’s crime victim work.

a. Awareness:

- How effectively will proposed plan create awareness of services, especially in expansion area?

b. Specific Outreach to Underserved:

- How effective will outreach plan be for underserved populations?

c. Community Engagement and Partnerships:

- How effectively will strategies increase community engagement and support?

Community Outreach Score (out of 15): _____

Strengths of this section:

Weaknesses of this section:

3. Evaluation (15 points – 1 page)

Intent: This section should demonstrate that evaluation is valued and integrated in the operations of this agency, that those they serve have opportunities to provide feedback, and that feedback is well utilized.

a. Process:

- How clearly does the applicant describe the organization’s evaluation process?

b. Tools:

- How effective are the evaluation tools for gathering constructive and reliable feedback from crime victims and clients served? Are various evaluation methods utilized so those served have choices for providing feedback?

c. Past Evaluation Findings:

- How relevant are the findings presented from recent past evaluation efforts?

d. Using Feedback:

- How effective is the process for using evaluation data to inform programming and service improvement?

Evaluation Score (out of 15): _____

Strengths of this section:

Weaknesses of this section:

Please include any other information about this proposal, not already discussed, that you think should be considered when making the final funding decisions:

Please add up your score and enter it on the front page. The total possible is 100 points.