

Attachment B

Capacity Building Mini Grant Evaluation Criteria & Points

SECTION 1: Evaluation Criteria

1.1 Evaluation Item 1: Proposed Project & Activity Design (14 points)

- Principal or lead administrator has signed application indicating they have reviewed and are in support of it (pass/fail/not applicable with explanation).
- An individual is identified as participating in the mandatory grant management training.
- An individual who will make purchases for this grant is identified.
- An individual who will submit quarterly reimbursement claims for this grant is identified.
- An individual who will attend the final reporting virtual group share is identified.
- An individual who will complete the 1-page impact summary is identified (pass/fail/not applicable with explanation).
- If applicable, an individual who will complete ODE's school garden survey in 2024 is identified (pass/fail/not applicable with explanation).
- If doing a project that includes Physical infrastructure, proposal identifies the person who will be responsible for maintaining, or organizing the maintenance of the school garden during the grant period, 2023-2025 (pass/fail/not applicable with explanation).
- Proposed project uses at least one evidence-based education and/or social marketing materials.
- The proposed budget is reasonable, necessary and allowable according to the parameters described in this RFA.

1.2 Evaluation Item 2: Promotion of Healthy Food Activities (6 points)

- Applicant identifies if project will develop and/or maintain the physical infrastructure and/or provide hands-on, place-based and/or experiential activities (pass/fail).
- Applicant identifies the impact their proposed activities will have and the impact it will achieve.
- How well does the Applicant clearly describe a realistic plan for proposed activities?

1.3 Evaluation Item 3: Educational Activities (2 points)

- Applicant specifies one skill youth who participate in the program will learn

related to food production, preparation, distribution and/or consumption.

- Applicant specifies more than one skill youth who participate in the program will learn related to food production, preparation, distribution and/or consumption.

1.4 Evaluation Item 4: Community and Parent/Guardian Involvement (2 points)

- Proposal identifies at least one activity to share the project with and to engage the community.
- Proposal identifies at least one activity to make community engagement accessible.

1.5 Evaluation Item 5: Educational Activities (pass/fail/not applicable with an explanation)

- The Nutrition Services Director or other lead nutrition administrator has signed the Application indicating they are aware of this project and are in support of it. If not applicable, then a valid explanation is provided.

SECTION 2: Evaluation Criteria and Points

Possible points are as follows:

SECTION REFERENCE	EVALUATION CRITERIA	POINTS POSSIBLE
1.1	Evaluation Item 1: Proposed Project & Activity Design	
	<ul style="list-style-type: none"> • Principal or lead administrator has signed application indicating they have reviewed and are in support of it (pass/fail/not applicable with explanation). 	0
	<ul style="list-style-type: none"> • An individual is identified as participating in the mandatory grant management training. 	1
	<ul style="list-style-type: none"> • An individual who will make purchases for this grant is identified. 	1
	<ul style="list-style-type: none"> • An individual who will submit quarterly reimbursement claims for this grant is identified. 	1
	<ul style="list-style-type: none"> • An individual who will attend the final reporting virtual group share is identified. 	1
	<ul style="list-style-type: none"> • An individual who will complete the 1-page impact summary is identified (pass/fail/not applicable with explanation). 	0

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	<ul style="list-style-type: none"> If applicable, an individual who will complete ODE’s school garden survey in 2024 is identified (pass/fail/not applicable with explanation). 	0
	<ul style="list-style-type: none"> If doing a project that includes Physical infrastructure, proposal identifies the person who will be responsible for maintaining, or organizing the maintenance of the school garden during the grant period, 2023-2025 (pass/fail/not applicable with explanation). 	0
	<ul style="list-style-type: none"> Proposed project uses at least one evidence-based education and/or social marketing materials. 	1
	<ul style="list-style-type: none"> The proposed budget is reasonable (3 points), necessary (3 points) and allowable (3 points) according to the parameters described in this RFA. 	9
1.2	Evaluation Item 2: Promotion of Healthy Food Activities	
	<ul style="list-style-type: none"> Applicant identifies if project will develop and/or maintain the physical infrastructure and/or provide hands-on, place-based and/or experiential activities (pass/fail). 	0
	<ul style="list-style-type: none"> Applicant identifies the impact their proposed activities will have and the impact it will achieve. 	3
	<ul style="list-style-type: none"> How well does the Applicant clearly describe a realistic plan for proposed activities? 	3
1.3	Evaluation Item 3: Educational Activities	
	<ul style="list-style-type: none"> Applicant specifies <u>one</u> skill youth who participate in the program will learn related to food production, preparation, distribution and/or consumption. 	1
	<ul style="list-style-type: none"> Applicant specifies <u>more than one</u> skill youth who participate in the program will learn related to food production, preparation, distribution and/or consumption. 	1
1.4	Evaluation Item 4: Community and Parent/Guardian Involvement	
	<ul style="list-style-type: none"> Proposal identifies at least one activity to share the project with and to engage the community. 	1
	<ul style="list-style-type: none"> Proposal identifies at least one activity to make community engagement accessible. 	1
1.5	Evaluation Item 5: Educational Activities Tied to School District/Sponsor’s Farm to School Procurement Activities	

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	<ul style="list-style-type: none">• The Nutrition Services Director or other lead nutrition administrator has signed the Application indicating they are aware of this project and are in support of it. If not applicable, then a valid explanation is provided.	0
TOTAL POINTS POSSIBLE		24