

E. Evaluation Criteria

Each application will be evaluated against the following set of criteria.

Evaluation Criteria	Review Guidelines	Points Awarded
Organizational Capacity and Description	<ol style="list-style-type: none"> 1. Provide a detailed description of your organization, including mission, services it provides, history of working on behalf of children, and organizational governance within Alachua County. 2. Provide a brief description of how summer camp programming is consistent with your organization's mission and vision. 3. Describe your experience working with children and youth in an out-of-school time environment. 4. Describe your organization's ability to hire and train qualified staff and comply with the background screening requirement. 5. Describe how your organization supports an environment of safety for children and youth, staff, and parents. 	20
Summer Camp Description and Implementation	<ol style="list-style-type: none"> 1. Provide an executive summary of the program and services offered by this camp. Note: This summary will be used in reports and promotional materials developed by CTAC 2. Provide a list of specific program goals for your proposed camp. 3. Describe the community need for the location where you intend to offer summer camp programming. 4. How many summer camp sites are you proposing? Describe your capacity to manage each site. 5. Describe the target population you intend to offer services. Please include the grades you intend to work with. 6. Describe how you will recruit children and youth for your program. 7. Provide the overall number of children served for your program for the last year (if any), expected # without any CTAC funding and additional # of children expected if CTAC funded. 8. What is your camp's adult to student ratio? (i.e. 1:20) Note: Applicants shall not propose a ratio greater than 1:20. 	30

	<p>9. Describe your staff training program. When, how, and how often do you provide staff training and other informal learning opportunities? What competencies are covered in pre-camp training and during the summer?</p> <p>10. Attachment a training agenda you use/plan to use. Note: Agendas should include the activities facilitated, description of activities, time allotted for each activity, leader of activities, and projected outcomes of each training session.</p> <p>11. Complete and attach a summer camp activity schedule for the first week of your camp. Note: See example activity schedule.</p> <p>12. Complete and attach a site profile for all proposed camp sites.</p>	
Budget	<p>1. Describe your camp costs including the weekly fees, enrollment fees, transportation costs, material, and field trips.</p> <p>2. Does your organization have a fiscal team? If so, describe their roles and responsibilities and how they will support your organization with your summer camp invoices?</p> <p>3. Describe how your organization determined your camp costs. Note: Complete the budget worksheet to support proposed camp costs.</p> <p>4. What do you currently charge private pay families to attend your camp? Include costs for enrollment and weekly fees. Note: Explain any differences in proposed costs to the Children’s Trust.</p> <p>5. What percentage of your budget is dependent on the funds you have requested from the Trust?</p> <p>6. If the Trust only funds your proposal at 50% percent of your request, will your organization still offer a summer camp? If yes, please describe if services will be different when compared to a fully funded proposal. If not, please explain why.</p> <p>7. What is the total amount of funding you are requesting from the Children’s Trust?</p>	20
Rural Areas Bonus Points	Five points will be awarded if the completed site profile indicates services in Archer, Hawthorne, or Waldo.	5
Duration of the Camp	Five points will be awarded if the completed site profile indicates the proposed camp services are for a minimum of 8 weeks.	5
Provider Video	<p>1. Complete a 3–5 minute video about your organization and your proposed summer camp. The video must include the following information:</p> <ul style="list-style-type: none"> □ Name of organization and summary of services offered 	5

	<ul style="list-style-type: none"> □ Number of years organization has offered services in Alachua County □ The impact you believe your program will have on the lives of children □ Why it is important for the Children’s Trust to fund your proposed program 	
Site Agreement Letter	The applicant must submit a site agreement letter from the facility owners confirming permission for access throughout the duration of the camp.	15
		Max points =100

Application Score	
80 - 100	Organizations with the highest scores will be recommended for funding, contingent upon available funding.
70-79.9	
69.9 and below	Not recommended for funding