

STAFF ASSESSMENT FORM - STANDARD GRANT APPLICATION

Project Summary			
Organization:			
Project title:			
Project length:			
Amount requested (\$):	Year 1:	Year 2:	Year 3:
Location of proposed activities:			
Letters of support:			
Project description:			
Primary project outcomes:			
Proposal Context:			
Applicant Information			
Address:			
Major funding sources:			
Number of employees:			
Other TAF-awarded grants in the past 10 years:	<i>Project title</i>	<i>Year awarded</i>	<i>Amount</i>

Application Score					
Assessment Criterion	Score	Value	Review Considerations	Score Guide	Notes
Carbon Assessment (/25 or N/A)					
Carbon reduction potential, as determined by the Quantification Team	0	25	Calculated by the Quantification team in consultation with the Grants team	0-20: Commensurate with the carbon net present value 0-5: External probability	
Project Impact (/25)					
1a. What is the specific problem or issue you are trying to address?	0	5	The problem being addressed is a recognized barrier to climate action in the GTHA	0: Response does not address 1: Strongly disagree 2: Disagree 3: Somewhat agree and disagree 4: Agree 5: Strongly agree	
1b. What is the overall objective that you want to achieve through this initiative, and how will its achievement contribute to reducing carbon emissions in the GTHA?	0	5	The overall objective of this initiative will contribute to addressing the identified barrier or problem	0: Response does not address 1: Strongly disagree 2: Disagree 3: Somewhat agree and disagree 4: Agree 5: Strongly agree	
1c. What outcomes do you seek to achieve within the timeframe of this grant project? What are the key strategies you will use to achieve these desired outcomes?	0	5	The cumulative impact of all project outcomes contribute to achievement of the overall objective	0: Response does not address 1: Strongly disagree 2: Disagree 3: Somewhat agree and disagree 4: Agree 5: Strongly agree	
	0	5	The proposed strategies are designed to achieve the related outcomes	0: Response does not address 1: Strongly disagree 2: Disagree 3: Somewhat agree and disagree 4: Agree 5: Strongly agree	
1d. How will the proposed project complement and/or build on, rather than duplicate, related work in the GTHA?	0	5	The applicant demonstrates awareness of related work and policies in the GTHA, and articulates how this project will complement it	0: Response does not address 1: Strongly disagree 2: Disagree 3: Somewhat agree and disagree 4: Agree 5: Strongly agree	
Project Approach (/20)					
2a. List the project activities required to complete each strategy described in	0	10	The activities will lead to successful completion of the identified deliverables/outputs and the identified strategy	0: Response does not address 1-2: Strongly disagree 3-4: Disagree 5-6: Somewhat agree and disagree 7-8: Agree 9-10: Strongly agree	

question 1c, the outputs/deliverables, and timeframe				0: Response does not address 1: Strongly disagree 2: Disagree 3: Somewhat agree and disagree 4: Agree 5: Strongly agree	
2b. How will you measure progress towards the project outcomes, and capture key lessons to adapt your approach as needed?	0	5	The timelines for each activity and the overall project are logical and achievable	0: Response does not address 0.5: Strongly disagree 1: Disagree 1.5: Somewhat agree and disagree 2: Agree 2.5: Strongly agree	
	0	2.5	The evaluation activities will generate the information needed to assess whether strategies are being executed successfully	0: Response does not address 0.5: Strongly disagree 1: Disagree 1.5: Somewhat agree and disagree 2: Agree 2.5: Strongly agree	
	0	2.5	The evaluation activities occur frequently enough, and at appropriate project milestones, to enable the applicant to meaningfully assess progress and adapt their approach as appropriate	0: Response does not address 0.5: Strongly disagree 1: Disagree 1.5: Somewhat agree and disagree 2: Agree 2.5: Strongly agree	
Project Budget (/10)					
3. Complete the budget template to include all sources of revenue; all project expenses, broken down by the strategies listed above; highlight the intended use of TAF funds	0	5	The overall budget request is commensurate with the value of work being proposed	0: Response does not address 1: Strongly disagree 2: Disagree 3: Somewhat agree and disagree 4: Agree 5: Strongly agree	
	0	5	The budget allocates a reasonable amount of funding to each strategy, and includes sufficient in-kind or financial support from sources beyond the TAF request	0: Response does not address 1: Strongly disagree 2: Disagree 3: Somewhat agree and disagree 4: Agree 5: Strongly agree	
Implementation Capacity (/20)					
4a. Provide examples where a past project, or specific project activities, did not proceed according to plan. Outline relevant insights from these experiences that will inform your approach to this project.	0	5	The organization demonstrates an ability to learn from previous projects and, where appropriate, past insights are reflected in the design of this project	0: Response does not address 1: Strongly disagree 2: Disagree 3: Somewhat agree and disagree 4: Agree 5: Strongly agree	
4b. Who will be directly accountable for overseeing this project and how will they be involved?	0	5	The project lead has the relevant skills and experience to deliver this project with excellence	0: Response does not address 1: Strongly disagree 2: Disagree 3: Somewhat agree and disagree 4: Agree 5: Strongly agree	
4c. Who are the other core team members and what will their respective roles be?	0	5	The core team members have the relevant skills and experience to fulfill their roles with excellence and achieve the desired project outcomes (refer to 2a for the strategies that each team member is leading)	0: Response does not address 1: Strongly disagree 2: Disagree 3: Somewhat agree and disagree 4: Agree 5: Strongly agree	
4d. Beyond the core project team, who else will you collaborate with on this project?	0	5	The identified collaborators represent those most critical to project success, and have committed to playing a role that supports project outcomes	0: Response does not address 1: Strongly disagree 2: Disagree 3: Somewhat agree and disagree 4: Agree 5: Strongly agree	
4e. In addition to direct project funding, how can TAF support the achievement of desired project outcomes?		yes/no	The support and/or capacity building area identified would strengthen the applicants' ability to deliver project outcomes Also consider: Are there areas of support not identified by the applicant that they would benefit from?		
TOTAL	0	100			
PERCENTAGE		0%			

Evaluation Comments
Strengths
Challenges
Follow-up questions or comments