Community Development Evaluation Form

Note: This is a copy of the online evaluation form. It may be used with local committees who assist with the evaluation of grant applications. The final, completed evaluation form must be submitted through ReviewerCONNECT by the CCHD Diocesan Director or authorized CCHD Contact.

Organization Name			
Request Amount			
Support (mark one)	Strong ☐	Moderate ☐	No Fund ☐
Suggested Amount			

PRIORITY FOR THE POOR & ORGANIZATIONAL MEMBERSHIP

At least 50% of the organization's beneficiaries must be people living in poverty. Also, those living in poverty must have the dominant voice in the organization. For more information about CCHD and the priority for the poor, please see CCHD's Review and Renewal document.

- One way of measuring whether people living in poverty have the dominant voice in the organization is for at least 50% of those who plan, implement and make policy for the project be living in poverty. What percentage of those who plan, implement and make policy for the organization are people living in poverty?
- If less than 50% what other structures and processes are in place to ensure that poor people have a dominant voice in the organization?
- How is the board accountable to organizational members?
- How are low-income people involved in the organization's decision-making processes?
- How does the organization prepare low-income people to take leadership positions within the organization?
- If the applicant does not demonstrate priority for the poor in its decision-making at this time, do they have a realistic plan and timeline to achieve this goal?
- If this is also an Interim Report does the organization demonstrate sufficient progress in this area?

INSTITUTIONAL CHANGE

CCHD defines institutional change as: (a) a modification of existing laws and/or policies; (b) establishment of alternative structures and /or redistribution of decision-making powers;

- Does the organization understand CCHD's definition of institutional change? What concrete change in laws, policies, or establishment of alternative structure is the organization proposing?
- Are the institutional change goals and activities timeline realistic given the organization's capacity (number of leaders, size of constituency, and experience of staff)?
- What specific change(s) has led to the reduction and/or alleviation of poverty?
- Does the group have a recent track record of success in achieving institutional change?
- If this is a refunding request, does the Interim Report demonstrate sufficient progress in meeting the applicant's stated goals for institutional change?

LEADERSHIP DEVELOPMENT

Ongoing leadership development is considered essential in CCHD's criteria. Skills trainings, social analysis, issue identification, elements of organizing, fundraising, board development, etc. are important facets of leadership development.

- What percentage of the leadership is low-income?
- Is there an ongoing process to recruit and train new leaders? What percentage of leaders is new to the organization?
- If this is a refunding request, does the Interim Report show progress in meeting the groups' leadership development goals?

ORGANIZATIONAL DEVELOPMENT

Organizations applying for funding must demonstrate the ability to achieve the goals outlined in the proposal. This can be established by documenting an organization's track record in creating institutional change and leadership development.

- Does the applicant organization have a strong and functioning board?
- Is there a system in place that ensures that the board acts on the wishes of the organization's members?
- Does the organization have a clear way of identifying and keeping their membership involved?
- Does the applicant organization have sufficient staff and trained leaders and a realistic timeline to effectively carry out its goals and objectives?
- If technical assistance providers are to be used, are their credentials included and is a scope of work and budget provided in the application?

- If this is a refunding request, does the Interim Report demonstrate sufficient progress in achieving stated goals?

FINANCIAL CAPACITY
The ability to develop financial capacity is demonstrated by internal and external fundraising. Organizations should demonstrate to CCHD that they have been able to raise funds, and that they have current and future plans for increased support of their organization during and after CCHD funding.
- Does the organization have a stable and diverse base of financial support as demonstrated by funding levels and types?
- Has the organization provided a realistic plan that involves low-income leaders in budget decisions and fundraising?
- Do the financial records included with the application indicate that the organization manages its funds well?
- If this is a refunding request, does the Interim Report demonstrate sufficient progress in this area?

CATHOLIC MORAL AND SOCIAL TEACHING
- Has the DD had a conversation with the group about Catholic Moral and Social Teaching?
- Does the organization understand the types of activities that would be in contradiction of Catholic Moral and Social Teaching? Are the group's activities in conformity with Catholic Teaching?
- Is there a specific Catholic social teaching principle which the applicant animates (Life & Dignity of the Human Person, Call to Family, Community and Participation, Rights & Responsibilities, Option for the Poor, Dignity of Work and the Rights of Workers, Solidarity or Care for God's Creation)? If so, which ones?

USCCB PRIORITIES
- How does the group's work advance the USCCB priorities of 1) affirming the intrinsic value of human life and the dignity of every human being, 2) promoting understanding and acceptance of cultural diversity or 3) strengthening marriage and family Life?

CATHOLIC PARTICIPATION
- How have or how do Catholics participate in the organization?
- Why is it a priority for the local diocese for CCHD to fund this request?

NONPARTISAN ACTIVITY
- Is the applicant engaged in partisan political activity that makes it not eligible for funding?

SUGGESTED FOLLOW-UP QUESTIONS OR POINTS NEEDING CLARIFICATION

ADDITIONAL COMMENTS
CCHD welcomes any additional information, recommendations, insights and comments from the diocesan director and/or their local evaluation committee.

RECOMMENDED GRANT CONDITIONS
A group may be recommended for funding with conditions, meaning that a group may be recommended for funding so long as it meets certain requirements as determined by CCHD diocesan director and national staff.

12/15/11