

CCHD Economic Development Evaluation Form

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

Reviewer Name			
Organization Name			
Request Amount			
Support (select one)	Strong <input type="checkbox"/>	Moderate <input type="checkbox"/>	No Fund <input type="checkbox"/>
Suggested Amount			

OVERALL ORGANIZATIONAL DESCRIPTION OF APPLICANT

Applicants are often doing more projects than just the EDI they are applying for.

- Give a brief overview of the entire organization and the various work areas in which it is involved.

EDI JOB CREATION AND/OR ASSET DEVELOPMENT

Applicants should be (or sponsor) an Economic Development Institution (EDI) that will create ten or more good jobs for low-income individuals/families and/or develop assets owned by the larger community.

- Does the application focus on the development of an Economic Development Institution (EDI) that will create living wage jobs?
- Does the EDI create other community-held assets and, if so, what are those community-held assets?
- If the application includes an Interim Report, does the Interim Report demonstrate sufficient progress on the asset development and job creation goals?

EDI ORGANIZATIONAL DEVELOPMENT

Applicants should describe an organizational development strategy that is well-matched to their job and asset creation goals. Organizational Development refers to the internal structural and operational strengths that ensure the capacity to perform and deliver as planned.

- Consider or describe:
 - 1) the skills and capacity EDI team (staff, consultants, board, and institutional partners),
 - 2) the strength of its organizational systems and planning efforts (the thinking, the technology, the information management),
 - 3) the EDI's income and expenses, and
 - 4) the applicant's track record with this or similar projects.
- If the application includes an Interim Report, how has the applicant progressed in each of its organizational development goals?

EDI FINANCIAL CAPACITY

Matching funds are required in order to receive CCHD Economic Development grants. Applicants should also describe a reasonable and well thought out strategy to provide sufficient income for the EDI for the next three to five years.

- Are cash (not in-kind) matching funds committed that are at least equal to the funding request?
- Does the applicant demonstrate that it has the financial capacity, now and in the next few years, to be successful with its EDI?
- If the application includes an Interim Report, how has the applicant progressed in achieving its fundraising goals?

LOW-INCOME CONTROL AND LEADERSHIP DEVELOPMENT

At least 1/3 of those who plan, implement and make policy for the applicant must be low-income.

- Do low income members have a strong voice in the leadership of the applicant organization?
- Does the board of the EDI board really make decision for the EDI or does the board of the entire organization (if there is one) make decisions?
- If there is an organizational board over the EDI board, how do they relate to each other?
- Is a strategy for ongoing training and leadership development of the EDI board described?
- If the application includes an Interim Report, does the Interim Report demonstrate sufficient progress on their stated leadership development goals?

EDI PLAN

All applications are required to submit a complete business plan that fully addresses the following questions. If a business plan is not attached, is not adequate or complete, this would be considered an incomplete application and grounds for declination.

- Does the application include a complete and reasonable plan for the EDI that documents all three of the following:
 - 1) An assessment and analysis of community needs, resources and regional economic conditions? And how does the required/attached business plan demonstrate or document the assessment of community needs?
 - 2) A clear, comprehensive and detailed strategic plan for the EDI for the next 3 to 5 years which includes reasonable organizational development goals and financial projections (income and expenses); and
 - 3) A commitment and strategy for ongoing leadership development for low-income employees and low-income board members?
- If the application includes an Interim Report, how well is the EDI keeping to the plan? How well is the EDI making necessary adjustments to the plan in order to reach their stated goals?

COMMUNITY INVOLVEMENT

Community-based projects are far more likely to be successful if: 1) their project directly responds to a clearly-identified and widely-recognized local challenge/problem/issue; and 2) the organization is connected to many other organizations and institutions, both to draw in participants and to gather support ("political" and financial) for the issue.

- Does this applicant and its project exhibit these characteristics – does it respond to a recognized local issue and connect to many potential partners? How?

ECONOMIC DEVELOPMENT PROGRAM PRIORITIES

- Is the applicant expanding its efforts – seeking more customers, more market territory, more products and services, more sales through its EDI?
- Is the applicant encouraging solidarity and involvement among diverse groups?
- Is the applicant developing information and evaluation systems that will enhance planning, accountability and its own learning and that of other like organizations?

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.