

AGENCY FUNDING CRITERIA

Agency Name: _____

Funding Requested: _____

Raw Score: _____

CRITERION	5	4	3	2	1
1) Alignment with Human Services' Mission					
2) Responsiveness to most vulnerable residents					
3) Utilization of services by Mansfield residents					
4) Offers a critical service not provided by the Town					
5) Operates in a fiscally responsible manner					
6) Maximizes available funding sources					

RATING DESCRIPTION:

- 1) To what extent does the mission of this organization support the mission of the Department of Human Services to promote the social and emotional well being of the Town's residents? A rating of **5** indicates that the agency's mission is fully supportive, while a rating of **1** indicates that there is little if any connection between these two.
- 2) How responsive is the agency to our most vulnerable residents, particularly those who need help with basic needs and have little access to other options? A rating of **5** indicates that these clients are the primary recipients of the agency's services, while a rating of **1** indicates that this is not a primary mission of the organization.
- 3) To what degree have these services been used by residents of Mansfield over the past year? A rating of **5** indicates that a proportionately large number of residents have used these services, while a rating of **1** indicates that few, if any Mansfield residents use these services.
- 4) Would this be considered an "essential" service, and is it something that is not or cannot be practically provided by the Town? A rating of **5** indicates that this is a highly essential service that supports basic needs, while a rating of **1** indicates that this is not a critical service or that it may be duplicative of services offered through existing municipal programs.
- 5) Does the agency appear to operate in a fiscally responsible manner, presenting a reasonable cost for a unit of service with minimal overhead expenses? A rating of **5** indicates that this agency operates with great efficiency, while a rating of **1** indicates that financial resources are not maximized for client services.
- 6) Does the agency maximize funding from all potential sources (e.g. other municipalities, United Way, fund raising, etc). A rating of **5** indicates reliance on a number of funding sources, while a rating of **1** indicates that the agency is overly reliant on limited sources.

INSTRUCTIONS FOR REVIEWERS

- 1) Review the application to ensure that it is complete, and that all supporting documentation has been received, including the Mission Statement and an audited financial statement.
- 2) Rate the application utilizing information provided in the application and the attached “Funding Criteria”. Indicate the total score for this application.
- 3) Write a *brief* narrative recommendation, which incorporates your rationale for the rating scales assigned. Please use specific examples wherever possible to explain your recommendations. At the end of this summary indicate your recommendation to: (a) fund the agency at the level requested, (b) fund the agency at a higher or lower level, or (c) to not fund the agency at this time.

NARRATIVE EXAMPLE:

Agency XYZ received a rating of 21 out of a possible 30. Their mission statement indicates that they are closely aligned with the mission of the Department of Human Services, and the services that they provide are targeted to assist individuals who are not eligible to receive these services from other sources. Only a small number of Mansfield residents used their services this past year, and for that reason they received a score of 2 on that criterion. This is an essential service that the Town is not currently able to provide. The agency is highly dependent on a single source of funding, and Mansfield is the only town that they are currently receiving financial assistance from. The rate for a unit of service appears to be high, and the financial statement indicates that their rate of overhead is higher than other agencies that are requesting funding.
Recommendation: approved for funding at the level requested.