

SCORECARD for Application Review

Kingston Common Futures Pilot Cycle

Updated 3.13.25

About the Application Review

3-5 readers will review each application and score them according to the following scorecard, which has two sections: Mission Alignment and Project Readiness.

A few notes about the scorecard:

- The ways in which different projects will address the questions will be variable and nuanced.
- The scorecard is designed to positively score projects, adding up to 5 points if a project is strongly in alignment with the assessment question.
- No negative points are given. If a project seems especially weak in a particular area, make a note.
- Strong projects will score in many, *but not all*, areas.
- If many projects score highly, review the notes and comments.
- The scorecard scores projects as they are described in the application. No additional research (for example into community needs and gaps) should be done by the readers.

All readers go over one sample application together as part of their training to establish a shared baseline for scoring.

SECTION 1: Mission Alignment

This section of the scorecard scores alignment to the mission of the fund, across four key areas:

1. *Place*
2. *Common good*
3. *Beneficiaries: benefiting and/or led by folks with less historic access to funds and leadership*
4. *Mission alignment: Just Transition principles*

Question	Things to consider	Score	Notes/Comments
<u>Place:</u> To what extent is the project connected to and rooted in Kingston?	Consider whether leadership of this project has roots in this community. How locally embedded is this project?	1 = Not at all (no connection to Kingston) 2 = To little extent	

		3 = To some extent 4 = To a large extent 5 = To a very large extent <i>(deep connections to and roots in Kingston)</i>	
<u>Common Good:</u> To what extent does the project identify and propose to fill a need or gap in the Kingston community?		1 = Not at all <i>(project does not identify/propose to fill a need/gap)</i> 2 = To little extent 3 = To some extent 4 = To a large extent 5 = To a very large extent <i>(project identifies a need/gap and makes a very strong proposal for filling it)</i>	
<u>Common Good:</u> To what extent will this project benefit the community it is trying to serve?	<p>The “community” a project is serving is variable: it could be a demographic, a city block, plants and animals sharing land with humans, the natural resources shared here.</p> <p>Consider whether this project is serving a wide community broadly or a smaller community more deeply. Both are valuable approaches.</p>	1 = Not at all <i>(project will benefit no one, or a very limited subset of the community it is trying to serve)</i> 2 = To little extent 3 = To some extent 4 = To a large extent 5 = To a very large extent <i>(project benefits the entire community it is trying to serve)</i>	
<u>Common Good:</u> To what extent will the project build relationships between community members?		1 = Not at all <i>(no relationships built)</i> 2 = To little extent 3 = To some extent 4 = To a large extent 5 = To a very large extent <i>(many diverse, deep webs of relationships built)</i>	
<u>Beneficiaries:</u> To what extent does this project support groups that have been under-resourced or denied structural access to resources or power?	e.g. BIPOC folks, immigrant population, women, queer population, etc.	1 = Not at all <i>(no historically marginalized groups supported)</i> , 2 = To little extent, 3 = To some extent, 4 = To a large extent, 5 = To a very large extent <i>(historically marginalized groups are the primary beneficiaries)</i>	

Beneficiaries: To what extent does the applicant describe having limited access to funding?		1 = Not at all (<i>no limits on access to funding</i>), 2 = To little extent, 3 = To some extent, 4 = To a large extent, 5 = To a very large extent (<i>highly limited access to funding</i>)	
Just Transition Principles: To what extent does this project: - relocalize economic power - racial justice and social equity - democratize communities, wealth and work - advance ecological repair - retain and/or restore cultural diversity	Some projects may align with all of these principles; some projects will align deeply with one or two of them. When assessing whether a project is in alignment with Just Transition Principles, we believe both approaches are valuable and necessary. Your score should reflect your sense of the project's overall alignment.	1 = Not at all, 2 = To little extent, 3 = To some extent, 4 = To a large extent, 5 = To a very large extent	
Sub-total score			

SECTION 2: Project Readiness

This section of the scorecard scores project readiness by looking at the comprehensiveness of the project budget, plan, and timeline, and overall readiness of the project and its applicant.

Question	Things to consider	Score	Notes/Comments
To what extent is the budget presented clear and comprehensive?	Has the project team clearly thought through the expenses of the project? Are there things missing in the budget that are mentioned in the plan?	1 = Not at all (<i>budget is missing or incomplete</i>), 2 = To little extent, 3 = To some extent, 4 = To a large extent, 5 = To a very large extent (<i>budget is clear, detailed, and comprehensively covers project costs</i>)	
To what extent are the project plan and timeline supported and clear?	Do you have a lot of questions that aren't answered by the plan and timeline? Do you see things	1 = Not at all (<i>plan and timeline are missing or incomplete</i>), 2 = To little extent,	

	missing? You are assessing for feasibility and good planning.	3 = To some extent, 4 = To a large extent, 5 = To a very large extent <i>(plan and timeline are clear, well-supported, comprehensively covering project activities)</i>	
To what extent will the project's budget keep funds circulating in the local economy?	Will supplies be sourced from local businesses? Will stipends be paid to individuals who live locally? Will funds be controlled by the local folks this project aims to directly benefit?	1 = Not at all <i>(there is no evidence that money will stay local)</i> , 2 = To little extent, 3 = To some extent, 4 = To a large extent, 5 = To a very large extent <i>(the majority of funding is designed to stay local according to the proposal/budget)</i>	
To what extent does the applicant have the experience and relationships necessary to execute their project?		1 = Not at all <i>(applicant has no prior experience or relationships that facilitate project execution)</i> , 2 = To little extent, 3 = To some extent, 4 = To a large extent, 5 = To a very large extent <i>(applicant has deep prior experience and relationships that facilitate project execution)</i>	
Sub-total score			

Scorecard	Sub-total score
Scorecard 1: Mission Alignment	
Scorecard 2: Project Readiness	
TOTAL APPLICATION SCORE	
Final Comments: Do you have any other comments to share about this application?	