



## Letter of Intent (LOI) Scoring Rubric

Reviewer Name: \_\_\_\_\_ Applicant Agency Name: \_\_\_\_\_

Program Name: \_\_\_\_\_ Focus Area: \_\_\_\_\_

Funding Request: \_\_\_\_\_

AREA	Excellent (4)	Good (3)	Average (2)	Needs Improvement (1)	TOTAL POINTS	Comments
Agency Description	Information is well-conceived and easily understood. The programming is congruent with the United Way.	Information is clear and complete.	Information is somewhat clear and may need work.	Information provided is confusing or missing.		
Program Alignment with Results Framework (RF)	LOI demonstrates a clear and thorough understanding of the RF including alignment with strategies. LOI clearly articulates how the program will employ one of the strategies to meet its goals.	LOI demonstrates a moderate alignment with the RF.	Program alignment is somewhat clear but more refinement may be needed.	Program is not aligned and generally unclear.		



Cape and Islands United Way

AREA	Excellent (4)	Good (3)	Average (2)	Needs Improvement (1)	TOTAL POINTS	COMMENTS
Program Goals	Goals are clearly described, realistic, attainable and applicable to the target population.	Goals are clear and likely to be attained by program.	Goals are adequately described but clarification is needed. Goals are not realistic.	Goals are unclear, unlikely to be achieved within the program and/or not applicable to target population.		
Program Description	Information is well conceived, clear, thoughtful and well-written. Program is innovative; evidence informed and/or has demonstrated stability.	Information is clear and concise. Program may need assistance with evidence to support it.	Information is somewhat clear but the description lacks key pieces of information.	Critical information is missing about the program, how it will impact the population and/or achieve outcomes.		
Funding Request and Justification	Funding Request meets proposal thresholds and is presented in a clear and logical format. Justification is cost effective and clearly linked to program outcomes.	Request meets proposal thresholds.	Request meets proposal thresholds but is unclear or not cost effective and/or is not related to outcomes or activities.	The funding request is not with thresholds and information is incomplete or missing.		

Total Score: \_\_\_\_\_