



RTOERO Community Grants 2023 Project Evaluation Criteria

1. Description of the Project:

Criteria	Weak	Moderate	Strong	Exemplary
A. Sense of purpose	<ul style="list-style-type: none"> • Weak sense of purpose • Described in vague terms <div style="text-align: right;"><input type="checkbox"/></div>	<ul style="list-style-type: none"> • Some sense of purpose • Articulated in general terms <div style="text-align: right;"><input type="checkbox"/></div>	<ul style="list-style-type: none"> • Clear sense of purpose • Articulated in strong and specific terms <div style="text-align: right;"><input type="checkbox"/></div>	<ul style="list-style-type: none"> • Excellent sense of purpose • Articulated with exemplary attention to detail <div style="text-align: right;"><input type="checkbox"/></div>
B. Viability of the project	<ul style="list-style-type: none"> • Weak viability • Vaguely described <div style="text-align: right;"><input type="checkbox"/></div>	<ul style="list-style-type: none"> • Moderate viability • Unclear explanation <div style="text-align: right;"><input type="checkbox"/></div>	<ul style="list-style-type: none"> • Clear viability • Well articulated <div style="text-align: right;"><input type="checkbox"/></div>	<ul style="list-style-type: none"> • Excellent viability • Exemplary attention to details <div style="text-align: right;"><input type="checkbox"/></div>

Explanation of Criteria:

- **Sense of Purpose:** The project has a clear sense of purpose and vision, articulated in detail which conveys the merits of the project
- **Viability of the project:** The capacity of the community organization and district to achieve the goals of this project are clearly described with adequate detail to demonstrate the project's viability

2. Expected outcomes of the project:

Criteria	Weak	Moderate	Strong	Exemplary
A. Outcomes defined as SMART goals	<ul style="list-style-type: none"> Weak outcomes <input data-bbox="737 456 779 496" type="checkbox"/>	<ul style="list-style-type: none"> Outcomes are articulated in general terms <input data-bbox="1115 456 1157 496" type="checkbox"/>	<ul style="list-style-type: none"> Outcomes are articulated in specific terms <input data-bbox="1514 456 1556 496" type="checkbox"/>	<ul style="list-style-type: none"> Outcomes are articulated in specific and exemplary detail <input data-bbox="1871 456 1913 496" type="checkbox"/>

Explanation of Criteria:

- Identify and list the expected outcomes of the project
- Goals should be Specific, Measurable, Achievable, Relevant, and Time bound (SMART)

- Examples:**
1. Increase the district member engagement by at least 10% by 2023
 2. Plan Five District Volunteer Education Webinars by the Fourth Quarter of 2023

3. How does your project - its purpose, goals and projected impact - align with the RTOERO goals and values as laid out in the RTOERO Strategic Plan 2025?

Criteria	Weak	Moderate	Strong	Exemplary
A. Demonstration of alignment with RTOERO goals	<ul style="list-style-type: none"> Weak connection to the goals <input type="checkbox"/>	<ul style="list-style-type: none"> Some connection to the goals <input type="checkbox"/>	<ul style="list-style-type: none"> Mainly clear connection to the goals <input type="checkbox"/>	<ul style="list-style-type: none"> Exemplary connection to the goals <input type="checkbox"/>
B. Demonstration of alignment with values	<ul style="list-style-type: none"> Weak alignment and engagement with values <input type="checkbox"/>	<ul style="list-style-type: none"> Some alignment and engagement with values <input type="checkbox"/>	<ul style="list-style-type: none"> Multiple points of alignment and engagement with values <input type="checkbox"/>	<ul style="list-style-type: none"> Exemplary alignment and engagement with values <input type="checkbox"/>

Explanation of Criteria:

- **Alignment with RTOERO goals:** Project outlines in detail specific actions or behaviours that are clear evidence of aligning with the intent to improve the lives of members and seniors; be the trusted voice for the broader education communities; and broaden our membership base.
- **Alignment with RTOERO values:** Project clearly demonstrates commitment and specific action to the stated values expressed by RTOERO (i.e. Diversity, Equity & Inclusion, Community Connection, Accountability, Environmental Sustainability, Wellbeing, Service, Commitment to healthy, active living)
- For more information on the RTOERO goals and values, see the [RTOERO Strategic Plan 2025](#)

4. Implementation plan and Funding (questions 4-6 on application):

Criteria	Weak	Moderate	Strong	Exemplary
A. Role of the community organization (if applicable) and district	<ul style="list-style-type: none"> Weak description of roles <input type="checkbox"/>	<ul style="list-style-type: none"> General articulation of roles <input type="checkbox"/>	<ul style="list-style-type: none"> Strong articulation of roles <input type="checkbox"/>	<ul style="list-style-type: none"> Exemplary and specific articulation of roles <input type="checkbox"/>
B. Timelines	<ul style="list-style-type: none"> Weak description of timelines <input type="checkbox"/>	<ul style="list-style-type: none"> General articulation of timelines <input type="checkbox"/>	<ul style="list-style-type: none"> Strong articulation of timelines <input type="checkbox"/>	<ul style="list-style-type: none"> Exemplary and specific articulation of timelines <input type="checkbox"/>
C. Budget	<ul style="list-style-type: none"> Weak description of budget <input type="checkbox"/>	<ul style="list-style-type: none"> General articulation of budget <input type="checkbox"/>	<ul style="list-style-type: none"> Strong articulation of budget <input type="checkbox"/>	<ul style="list-style-type: none"> Exemplary and specific articulation of budget <input type="checkbox"/>

Explanation of Criteria:

- **Role of the community organization and district:** Project clearly outlines in detail the roles of the community organization (if applicable) and district in achieving success
 - What elements of the project will be completed by the district?
 - If partnering with a community organization, what elements of the project will be completed by them?
- **Timelines:** Clear timelines establishing regular progress reports throughout the term of the project
- **Budget:** Clearly states how funds will be allocated, with itemized expenses

7. Communication plan:

Criteria	Weak	Moderate	Strong	Exemplary
A. Plan to inform members	<ul style="list-style-type: none"> Weak description of plan <input type="checkbox"/>	<ul style="list-style-type: none"> General articulation of plan <input type="checkbox"/>	<ul style="list-style-type: none"> Strong articulation of plan <input type="checkbox"/>	<ul style="list-style-type: none"> Exemplary and specific articulation of plan <input type="checkbox"/>
B. Plan to inform the broader community/ connect with local media	<ul style="list-style-type: none"> Weak description of plan No mention of RTOERO recognition <input type="checkbox"/>	<ul style="list-style-type: none"> General articulation of plan Some mention of RTOERO recognition <input type="checkbox"/>	<ul style="list-style-type: none"> Strong articulation of plan Clearly states how RTOERO will be recognized <input type="checkbox"/>	<ul style="list-style-type: none"> Exemplary and specific articulation of plan Multiple forms of RTOERO recognition, outlined in specific terms <input type="checkbox"/>

Explanation of Criteria:

- **Plan to inform members:** Communication plan clearly outlines in detail how the district will communicate the impact of this project to district RTOERO members, including use of district website, newsletters and social media
- **Plan to inform the broader community and connect with media:** Communication plan clearly outlines in detail the roles of the community organization, if applicable, and district in communicating the impact of this project to the broader community through the local media, the district website and their social media channel. Your answer **must** include how RTOERO will receive recognition for the funds
- Examples of this type of recognition include:
 - A plaque to honour RTOERO's donation
 - RTOERO's name on a donor wall
 - Feature in local media
 - If a grant is going towards a larger project or fundraising initiative, communicating how RTOERO will receive recognition for this donation is essential for the approval of the project

8. Post-project evaluation plan:

Criteria	Weak	Moderate	Strong	Exemplary
A. Process for evaluation / measuring outcomes	<ul style="list-style-type: none"> Weak description of process <input type="checkbox"/>	<ul style="list-style-type: none"> General articulation of process <input type="checkbox"/>	<ul style="list-style-type: none"> Strong articulation of process <input type="checkbox"/>	<ul style="list-style-type: none"> Exemplary and specific articulation of process <input type="checkbox"/>
B. Plan to assess impact on members and community	<ul style="list-style-type: none"> Weak description of plan <input type="checkbox"/>	<ul style="list-style-type: none"> General articulation of plan <input type="checkbox"/>	<ul style="list-style-type: none"> Strong articulation of plan <input type="checkbox"/>	<ul style="list-style-type: none"> Exemplary and specific articulation of plan <input type="checkbox"/>

Explanation of Criteria:

- **Process for evaluation / measuring outcomes:** Clear plan which outlines in detail how the measurable expectations of the project will be assessed. (Reference the SMART Goal measures in #2 – Expected Outcomes).
 - i.e. outlines a process to be used for assessing the success of the project and, more specifically, whether the desired outcomes have been achieved
- **Plan to assess impact on members and community:** Clear plan which outlines in detail how the positive impact of the project will be assessed among RTOERO members and the broader community. (Survey; focus groups; implementation and utilization rates).
 - i.e. outlines a plan for assessing the project's impact on RTOERO members and the community.
- In other words, identify indicators of the success of your project and develop a plan for how you will measure them.