

Grant Application Score Sheet Guide

Overview

Applicant Name:

Applicant Address:

Reviewer Name/Code:

RFP Title/Project Name: Legal Technical Assistance for Statewide Health Improvement Partnership Healthy Eating and Active Living Strategies

MDH Program Area: Office of Statewide Health Improvement Initiatives (OSHII)

MDH Program Contact Person/Phone: Ellen Pillsbury and Hilary Gebauer

Rating Table

Rating or Score	Description
Excellent or 5	Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; high probability of success; no significant weaknesses
Very Good or 4	Substantial response; meets in all aspects and in some cases exceeds, the minimum requirements; good probability of success; no significant weaknesses.
Good or 3	Generally meets minimum requirements; probability of success; significant weaknesses, but correctable.
Marginal or 2	Lack of essential information; low probability for success; significant weaknesses, but correctable.
Unsatisfactory or 1	Fails to meet minimum requirements; little likelihood of success; needs major revision to make it acceptable.

Scoring Section

Section A – Organizational Capacity

Section 1 – Organizational Capacity	Score
Evaluates financial stability and programmatic success of the applicant.	/5
Measures demonstrated experience working with local public health, schools, community organizations, and healthcare, particularly in Minnesota.	/5
Focus on underserved, rural, and suburban populations, with experience addressing health equity.	/5
Assesses staff qualifications, diversity, and capacity to supervise team members effectively.	/5
Prior relevant experience in PSE legal technical assistance for healthy eating and active living projects, aligning with SHIP goals.	/5
SCORE TOTAL	/25

Section B – Work Plan/Project Narrative

Section 2 – Work Plan/Project Narrative	Score
Quality and relevance of proposed strategies for active living and healthy eating policies, effectiveness with prioritized populations.	/10
Clarity on roles, number of staff, and their qualifications to fulfill project requirements.	/10
Detailed and feasible timeline for all project activities and deliverables, including monthly meetings, resource development, and training sessions.	/10
SCORE TOTAL	/30

Section C – Budget and Budget Justification

Budget and Budget Justification	Score
Completeness and transparency in the Due Diligence Review Form.	/5
Budget aligns with project needs, is accurate, and comprehensive.	/5
Detailed budget narrative, consistent with the work plan, and addresses cost-effectiveness.	/10

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Budget and Budget Justification	Score
Separate itemization of any additional proposed tasks or activities outside the main RFP requirements.	/5
SCORE TOTAL	25

Section D – Diversity in Grant Making

Section 4 – Diversity in Grant Making	Score
Competency in addressing cultural and linguistic diversity within Minnesota.	/5
Strong commitment and approach to addressing health disparities in PSE TA for healthy eating and active living.	/10
Description of collaborative efforts with community partners to support equitable policy changes.	/5
SCORE TOTAL	/20

Section 1	25
Section 2	30
Section 3	25
Section 4	20
Score Total	100

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