2024 Digital Equity Grants - Scoring Criteria

100 points total

Organization Mission and Experience with Inequitably Impacted Populations (0-5 points)

- Serves populations inequitably impacted by racial and socio-economic disparities
- Digital equity aligns with organization's priorities
- Has experience providing culturally-informed programs and ensuring language access

Community Partners (0-5 points):

- Proactively engages with community organizations doing similar and/or complementary work
- Lists the names of organizations they have collaborated with and the dates of their partnership
- Describes the mechanisms used to collaborate and frequency of communications
- Clearly defines roles and responsibilities when partnering with other organizations
- If no current partnerships exists: explains their challenges with partnership and the barriers faced working with other organizations

Project Goals (0-5 points)

- Provides high-level summary of project and how it will achieve digital equity and meet the technology needs of Seattle residents
- For new projects: explains how the project will ramp up to be successful
- For the continuation of an existing program: explains how the organization will build on previous success
- For projects that expand an existing program: explains how funding will increase organizational capacity to deliver programs and services

Statement of Need (0-5 points):

- Demonstrates a clear understanding of Seattle's digital equity gaps and the specific barriers of prioritized audience(s)
- Uses data and/or information to establish a clear community need for project
- A combination of community engagement/listening, focus groups, surveys, exit interviews, and other method are used to determine digital equity needs
- Focuses on the need for this specific project, rather than a general need for digital equity programs

Project Outcomes (0-10 points):

- Project will result in observable, intended changes for participants
- Lists specific actions and measurable steps needed to achieve project goals
- Identifies both quantitative or qualitative benefits
- Describes how participants will be changed as a result of the project
- Outcomes are meaningful, achievable, observable, and actionable

Outreach and Community Engagement (0-10 points):

- Outreach is detailed and specific to the prioritized audience
- Residents who face the greatest digital equity barriers will be reached
- The target number of Seattle residents will be served

- Response includes potential challenges to outreach and how the project will address those challenges
- Explains how demographic and language groups are prioritized during outreach activities

Roles and Responsibilities (0-5 points)

- Clearly outlines roles and responsibilities to support all aspects of project planning, implementation, outreach, and reporting.
- Lists team members working on the project and each member's title, role and responsibilities.
- Includes managers, coordinators, staff, volunteers, and consultants funded by both the community match and grant funds.

Project Timeline (0-5 points):

- Activities are well planned and ready to implement, resulting in successful project outcomes and timely completion of the project within 1 year
- Includes midyear and final reports
- Provides a timeline by date, month or activity.
- Includes the milestones and deliverables and when they will be completed

Project Evaluation (0-10 points):

- Demonstrates impact with a well-defined evaluation
- Includes description of administrative procedures to track outcomes
- Describes the measurements used to determine success
- Includes the activities necessary to collect data.
- Incorporates CARTE principles for evaluating the project: (1) Credible – Collect data that accurately reflect what they are intended to measure, (2) Actionable – Collect data that your organization is going to use, (3) Responsible – Match data collection with the systems and resources your organization has to collect it, (4) Transportable – Apply what you learn to other programs and contexts, and (5) Equitable – Ensure equitable outcomes.

Demographic Groups Served (0-10 points)

- Describes experience working with the demographic groups they expect to serve.
- Explains how the project addresses digital equity barriers for these groups

Language Accessible Services (0-5 points)

- Describes experience working with the language groups they expect to serve

Project Outputs (0-10 points)

- Outputs align with digital equity category selected in Project Description section: (1) digital navigators, (2) digital literacy classes/workshops, (3) Devices and technical support, (4) Internet connectivity
- Outputs are appropriate to the budget, staffing, and scope of project
- Outputs are realistic and align with project implementation plan

Budget Narrative (0-10 total)

- Budget narrative is realistic, well planned, accurate, secure, and ready to expend.
- Provides detail on how the budget was determined for each budget category: (1) personnel; (2) computing devices; (3) internet connectivity; (4) software and online services; (5) supplies; and (6) fiscal agency fees.

- The organization is budgeting for equity, including diversity and adequacy of subcontracting and/or hiring BIPOC staff; and funds primarily used to deliver direct services to intended populations.
Community Match (0-5 points) - Explains how community match was determined for each match categories: (1) in-kind match for hardware/devices; (2) in-kind match for staff/consultants/volunteers; (3) cash match, and (4) other match sources. - Includes explanation of how the match amount will contribute to the success of your project.