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## Requests for Funding- Decision Criteria for Diamond Valley Youth Foundation

### Purpose:

To establish a clear and consistent process for evaluating requests for funding applications based on impact, sustainability, potential for external funding, and resource requirements.

### Scope:

This SOP applies to all requests for funding submitted to the organization for consideration.

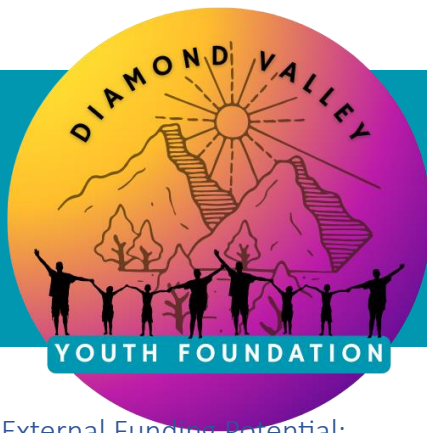
### Criteria for Decision Making:

#### 1. Impact:

- **Number of Users/Beneficiaries:** Evaluate the potential reach of the project or program, considering how many people will benefit from the grant.
- **Cost Per Use/Benefit:** Analyze the cost-effectiveness of the requests for funding by determining the **dollars per use** or benefit. Projects that offer a lower cost per use while maintaining quality will be prioritized.
- **Reach:** Assess how far-reaching the initiative will be—whether it impacts a local, regional, or broader audience.

#### 2. Sustainability:

- **Asset, Event, or Program:** Determine whether the request for funding will fund:
  - A long-term **asset** that will continue to provide value over time.
  - A one-time **event** with a defined end date and outcome.
  - An ongoing **program** that requires continuous support.
- Preference will be given to requests for funding supporting long-term assets or programs with a lasting impact over one-time events.



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### 3. External Funding Potential:

- Assess the potential to attract additional external funding or partnerships. Projects that can leverage the requests for funding to secure other funding sources or match funds from external entities will be viewed more favorably.
- Evaluate whether there are opportunities for co-funding or in-kind contributions from other organizations.

### 4. Resource Requirements:

- **Human Resources:** Consider the staffing and volunteer needs to implement the project or program. Does the organization have the capacity to support it, or will additional personnel be required?
- **Financial Resources:** Examine the total cost of the project or program and ensure it fits within budgetary constraints. Projects requiring substantial ongoing financial support without clear sustainability may be deprioritized.
- **Time and Management:** Evaluate the time commitment and management requirements. Projects with manageable timelines and clear leadership structures are preferred.

### Evaluation Process:

#### 1. Submission Review:

All requests for funding will be reviewed by a designated committee or board member to ensure they meet the basic eligibility criteria.

#### 2. Evaluation Based on Criteria:

Each request for funding will be evaluated based on the outlined criteria, with emphasis placed on impact, sustainability, and resource efficiency.

#### 3. Committee Decision:

The committee will discuss and make decisions based on the request for fundings overall alignment with the organization's mission and priorities.



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### 4. Final Approval

Requests for funding that meet the decision criteria will be forwarded for final approval by the board or designated authority before funds are allocated. All requests for funding must receive a majority vote in support to approved.

### Responsibilities:

- **Board:** Review and evaluate applications based on the criteria.
- **Applicants:** Submit detailed applications addressing impact, sustainability, and resource needs.

**Effective Date:** October 19<sup>th</sup>, 2024

**Review Date:** By October 31<sup>st</sup>, 2026