

SFSS ACCESSIBILITY GRANT PRELIMINARY EVALUATION

GRANTING EVALUATION MATRIX

To be recommended for approval, an accessibility grant request should score at least 15. Applications that do not meet this minimum standard, but show potential may be coached and invited to resubmit by the Accessibility Designated Assistant.

EVALUATION OF GRANTS FOR SPECIFIC EVENTS AND ACTIVITIES

Criteria	Evaluation	Points	Value
Location is confirmed	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Event is on campus	<input type="checkbox"/> Yes <input type="checkbox"/> No	Necessary condition /1	If 0, grant may not be approved
Catering, license and security requirements are met	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Event date is far enough into the future to allow for the grant processing requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Supported documentation is provided in full and follows SFSS policies (e.g. for posters)	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Stated support for the 4 pillars of the SFSS mission are reasonable	<input type="checkbox"/> Yes <input type="checkbox"/> No	Necessary condition /1	If 0, grant may not be approved
Applicant has stated the mandate of the group hosting the event	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Event or activity supports the mandate of the group hosting the event	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Final reports have been submitted by the applicant or group hosting the event for previously awarded grants	<input type="checkbox"/> Yes <input type="checkbox"/> No	Necessary condition /1	If 0, grant may not be approved
Cheque requisitions for the previously awarded grants to the applicant or group hosting the event have been submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	

Criteria	Evaluation	Points	Value
Previous event and activities hosted by the applicant or group did not experience significant negative incidents; or, where they did, a plan has been developed to address any such future occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Previous event attendance expectations were met	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Budget was based on participation numbers of SFU students, staff and invited guests	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Budget is reasonable	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Budget is balanced (projected revenues = projected expenses)	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
<i>Add a point for each SFSS group that is contributing to the event</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	/5	
All required meeting minutes are attached	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Total			

EVALUATION OF GRANTS FOR EVENTS AND ACTIVITIES GENERALLY

Criteria	Evaluation	Points	Weight	Value
Information is complete.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 2	
Information is clear.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 1	
The challenge to accessibility for disabled students is explained.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 5	
The budget for the accessibility accommodations are listed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 4	
The applicant has indicated the number of people impacted by the accessibility barrier.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 3	
The grant value is reasonable given the number of people impacted	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 3	
The estimates from service providers are included with the cost breakdown.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 2	
Previous grants provided to the proponent resulted in the submission of an adequate report.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	Necessary condition	If 0, grant may not be approved

Criteria	Evaluation	Points	Weight	Value
Applicant is a member.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	Necessary condition	If 0, grant may not be approved
			Total	

COORDINATOR RECOMMENDATION

- Approved
- Not approved
- Return for review with comment

Name

Signature

Date