

Section 4: Project Evaluation

This section covers the following:

- ✓ How project evaluation works
- ✓ Evaluation criteria

How Project Evaluation Works

Project evaluation is the competitive process adopted by the State Parks director to guide grant awards. It is based on director-approved evaluation questions created from state law and other priorities and developed through a public process.

Advisory Committee

State Parks and RCO manage this grant program with the assistance of a standing advisory committee. The advisory committee recommends policies and procedures to RCO for administering grants and scores grant applications to determine which projects will be recommended for funding consideration.

In recruiting members for the advisory committee, RCO seeks to appoint people who possess a statewide perspective and are recognized for their experience and knowledge of education and outdoor recreation in Washington. Check RCO's website for [membership](#) and other details.

Tier One

A Tier One applicant must provide written responses to Evaluation Criteria 1-6 in the PRISM application and submit all required application materials in PRISM. Scores are based on the applicant's response to evaluation questions and summary application materials.

Tier Two and Tier Three

A Tier Two and Tier Three applicant must provide written responses to Evaluation Criteria 1-6 in the PRISM application and submit all required application materials in PRISM. RCO will schedule the applicant for a short questions and answer session with the advisory committee.

Scoring is confidential. Following the meeting, all scores are tabulated and compiled to establish a ranked list of projects.

Evaluation Criteria

Summary of Criteria

Criteria	Maximum Points Possible
1. Program	10 Points
2. Outcomes	5 Points
3. Youth and Community	20 Points
4. Organization and Partnerships	10 Points
5. Budget	5 Points
6. State Parks	3 Points

Total: 53 Points

Detailed Evaluation Criteria

The applicant must address all the factors under each of the following evaluation criteria:

1. Program

- Describe the youth experience in the proposed program. What will participants do? Where will programming be held? What is the timeline for planned activities throughout the grant period?
- Describe how the program will be implemented. Who will plan and facilitate the program? How will youth be recruited to participate? Is this a new program, continuation of a program, or an expansion?

▲ Point Range: zero to five points, which are multiplied later by two.

2. Outcomes

- Describe the desired outcomes of the program? What does success look like? How will success be measured?

▲ Point Range: zero to five points.

3. Youth and Community

- Introduce the community being served and describe the youth who are underserved, underrepresented, or historically excluded in the programming that will be provided. Consider the broad spectrum of diversity and the factors that affect participation including but not limited to accessibility, socioeconomic status, race, ethnicity, gender, sex, etc.
- What barriers prevent or limit participants from outdoor programming?

▲ Point Range: zero to five points, which are multiplied later by four.

4. Organization and Partnerships.

- How does this proposal further the organization or program mission?
- How does the organization prioritize diversity, equity, and inclusion in outdoor education and recreation? Consider the following elements:
 - Organizational policies and practices
 - Staff representation reflecting the diversity of youth served
 - Staff training and education
- Describe the partnerships that support this program. Please upload letters of partnership to the *Attachments* page of the PRISM application (note: all letters must be combined into one complete pdf; multiple stand-alone uploaded letters will not be viewed by evaluators.)

▲ Point Range: zero to five points, which are multiplied later by two.

5. Budget

- How will this grant be used to support this program? What other resources will support the work? The applicant must complete this [budget worksheet](#) and upload it to the *Attachments* page of the PRISM application.

▲ Point Range: zero to five points.

6. State Parks and Public Lands

- If working with Washington State Parks, describe how it will participate in, or be a venue for, the program. Describe other public lands that are used in the implementation of the program.

▲ Point Range: zero to three points