Department of California Highway Patrol
Cannabis Tax Fund Grant Program Grant Application Evaluation Criteria

Grant Application Criteria/Elements

Project Description

The Project Description provides a brief overview/synopsis (a paragraph) of the proposed Project.

Criteria

- Project supports and is in alignment with the Grant Opportunity's Project requirements

Problem Statement & Proposed Solution

The Problem Statement & Proposed Solution clearly identify the problem/need (Problem Statement) in the local community that will be addressed by the Project, and clearly identify the Proposed Solution to address the problem/need. If applicable, recent and high-level statistical data that directly supports the problem/need in the local community are provided.

Criteria (Problem Statement)

- Targeted population/geographical area(s) the grant intends to serve
- Clearly described current unmet needs/gaps

Criteria (Proposed Solution)

- Solution(s) is realistic, clearly defined, and attainable within the Project Performance Period

Statistical data is relevant and in alignment with the proposed Project. Data may be included in the Problem Statement or accompanied by an attached document.

Criteria

- Statistical data is included to support the problem/need

Performance Measures/Scope of Work

The Performance Measures detail the activities/items which will serve as the goals and objectives for the Project. For each, estimated timelines (ex: monthly, quarterly), quantitative measurements (ex: reduction of DUI/DUID by %), and justification detailing how it will enhance/support the Project are included.

NOTE: The Performance Measures/Scope of Work must be consistent with the Budget.

Criteria

- Goals/objectives align with Project Description, Problem Statement, & Proposed Solution

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- Project objectives directly tie to the accomplishment of the Project
- Estimated milestone dates/deadlines included for each goal and objective
- Quantitative measurements identified to assess progress toward goals and objectives
- Resources (Budget Line Items) needed to successfully complete Project activities are identified and in alignment with the proposed Project

Originality/Innovation

Criteria

- The Project is innovative and original in approach; the Project attempts to solve the Problem Statement in a unique way and uses creative solutions to challenges that exist

Project Performance Evaluation

The Project Performance Evaluation is the method of evaluation to show Project effectiveness and positive impact(s) on the community. These strategies shall include captured quantitative/qualitative data and a communication plan to share Project results with both internal and external stakeholders.

Criteria

- Describes the evaluation plan to confirm whether the objectives are met, and progress was made toward the goal(s)
- Project's monitoring and reporting plan demonstrates a clear and reasonable approach for monitoring, assessing, and reporting the Project's effectiveness
- Communication plan is in place to share Project results with both internal and external stakeholders

Program Sustainability

The Program Sustainability describes the plan for reducing reliance on future grant funding. A summary and timeframe to continue efforts when grant funds are either not available or significantly reduced are included.

Criteria

- Clear comprehensive plan on how the results/efforts will be sustained beyond the Project Performance Period

Administrative Support

The Administrative Support describes the Organization/Agency's grant experience, personnel, and physical resources needed to successfully implement the Project.

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Criteria

- Demonstrates the Organization/Agency's ability to manage the efforts (ex: prior grant experience)
- Appropriate staffing levels that will be dedicated to the implementation and management of the Project
- Organization/Agency's staff has the knowledge, skills, and training to execute Project expectations
- Physical resources are available and dedicated to the Project

Budget

The Budget should be complete and cost-effective, and costs must be allowable under the program guidelines. Budget line item narratives should provide an estimated breakdown of Budget line item costs, a clear purpose (justification/need), and demonstrate how grant funds will be utilized to accomplish the goals and objectives.

Criteria

- Requested amount is reasonable, necessary, and directly ties to Project objectives & goals
- The narrative clearly explains and justifies requested grant funds (estimated cost breakdown and necessity)
- Costs are directly relative to the Project with a perceived benefit
- Grant funds are supplemental and not a substitute for ongoing objectives