

Event Name: _____ Event Date: _____ Amount Requested: _____

Event Support Score Sheet

Criteria	Scoring Scale	Score
How well does the event develop community culture, provide a community service, attract visitors and/or contribute to destination vitality and placemaking	5 – the event meets all of the objectives above perfectly 4 – the event meets most of the objectives above well 3 – the event meets about half of the objectives above 2 – the event meets a few of the objectives above 1 – the event does not meet any of the objectives above	
How well does the proposed use of Event Support Funds meet guidelines for eligible expenses (city services, venue fees, advertising, event marketing inside or outside the area designed to promote overnight visits)?	5 – The event's use of Event Support meets all of the guidelines for eligible expenses 4 – The event's use of Event Support meets most of the guidelines for eligible expenses 3 – The event's use of Event Support meets about half of the guidelines for eligible expenses 2 – The event's use of Event Support meets a few of the guidelines for eligible expenses 1 – The event's use of Event Support does not meet any of the guidelines for eligible expenses	
How well does the proposed use of Event Support Funds meet the guidelines? The funding should NOT be the sole source of funding for the event and/or used for the organization's staff/employee wages or salaries.	5 – Event Support is not the sole source of funding and there is ample funding beyond Event Support. Event Support is not used for staff/employee wages or salaries 4 – Event Support is not the sole source of funding, and it is not used for staff/employee wages or salaries. However, there is not a robust funding source besides Event Support 3 – Event Support is nearly the sole source of funding, or it looks like it may be used for staff/employee wages or salaries 2 – Event Support is either the sole source of funding and or it is used for staff/employee wages or salaries 1 – Event Support is the sole source of funding and it is used for staff/employee wages or salaries	
	Score Total	

Rater Name: _____ Award amount: _____