

Microgrant Application Evaluation Template

*This template is **NOT** mandatory.*

Purpose: *This template will help you evaluate microgrant applications and make sure that your selection process is fair. You can customize this template to help your Selection Committee make informed decisions.*

Selection Committee

Selection committees must consist of at least three people — typically five to seven — including members of your city's team and external advisors. Selection committee members should not be directly affiliated with potential grantees or projects, to avoid conflicts of interest. Your City Lead will carry out the eligibility review with your city's coach but should not be a member of the selection committee.

Invite Selection Committee members to independently score applications using the template below.

No more than three microgrants may be awarded to the same grantee organization, and selected projects cannot all be directed to one single theme but must demonstrate diversity in local climate action.

How to Score Proposals: A Reference Guide for the Selection Committee

Criteria	Scoring Details	Maximum Points
Relevance to Local Climate Action Plan	0–5 Does not address the city's climate priorities. 6–10 Addresses climate priorities but lacks a clear focus. 11–20 Directly addresses climate priorities with clear focus.	20
Role of Young People	0–5 Does not explain young people's role. 6–10 Mentions youth but lacks a clear description of how youth will lead the project. 11–20 Describes clearly how youth will be leading the project, including their roles and responsibilities.	20
Innovation	0–3 Does not come across as new or experimental. 4–6 Has some elements that are new and experimental. 7–10 The project approach is new and experimental.	10
Feasibility and planning	0–5 Does not explain how the project can be realistically completed by April 15, 2027. 6–10 Presents a plan to complete the project by April 15, 2027, but lacks a clear focus or has significant risks. 11–20 Presents a clear realistic plan to complete the project by April 15, 2027.	20
Budget	0–3 The budget is not clear 4–6 The budget raises questions 7–10 Presents a clear budget	10

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Impact	0–5 Lacks explanation about impact. 6–10 Addresses impact but lacks a clear focus. 11–20 Clear explanation of impact with a clear focus. Includes at least one measurable output and one measurable outcome.	20
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Proposal Scorecard

Reviewer name:

Date:

Project Name	Relevance to Climate Action Plan	Role of Young People	Innovation	Feasibility and planning	Budget	Impact	Total score
	0-20 points	0-20 points	0-10 points	0-20 points	0-10 points	0-20 points	0-100 points

Proposal Scorecard, continued

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Reviewer name:

Date:

Project Name	Relevance to Climate Action Plan 0-20 points	Role of Young People 0-20 points	Innovation 0-10 points	Feasibility and planning 0-20 points	Budget 0-10 points	Impact 0-20 points	Total score 0-100 points