PRINCE WILLIAM COUNTY

FY26 Community Partners Application & Scoring Rubric Workshop
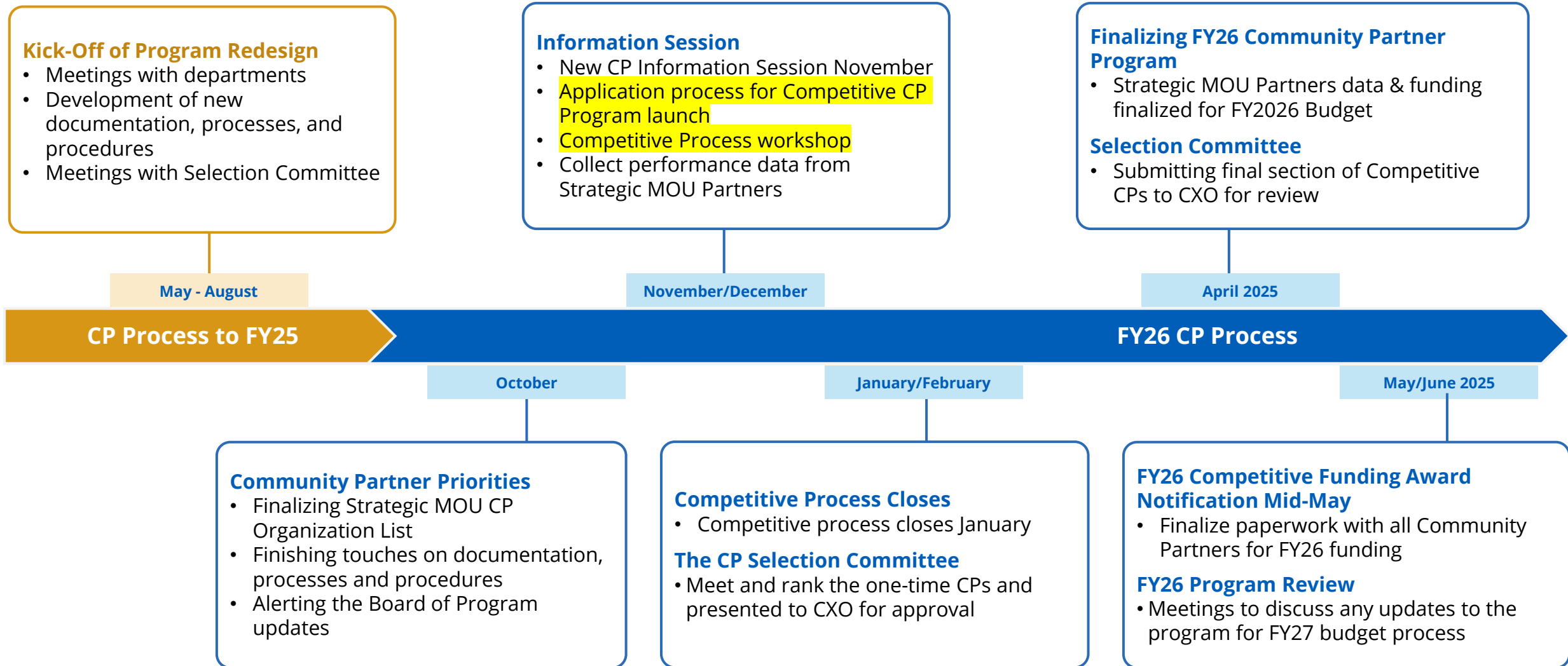
Community Partner Team

Workshop Agenda

- Opening Remarks and Introduction of the Selection Committee

- Goals of the Information Session

- Application Process

- Scoring Rubric

- What to expect for FY27

- Timeline

- Q&A

Goals for this Workshop

- Understanding the of the new Competitive Application Process
  - Walk through of each section of the application
  - Share insights from pilot program

- Understanding of the Scoring Rubric
  - Share insights from pilot program

Timeline of the Community Partners Program Process

Kick-Off of Program Redesign
- Meetings with departments
- Development of new documentation, processes, and procedures
- Meetings with Selection Committee

Information Session
- New CP Information Session November
- Application process for Competitive CP Program launch
- Competitive Process workshop
- Collect performance data from Strategic MOU Partners

Finalizing FY26 Community Partner Program
- Strategic MOU Partners data & funding finalized for FY2026 Budget

Selection Committee
- Submitting final section of Competitive CPs to CXO for review

| May - August | November/December | April 2025 |

CP Process to FY25 / FY26 CP Process

| October | January/February | May/June 2025 |

Community Partner Priorities
- Finalizing Strategic MOU CP Organization List
- Finishing touches on documentation, processes and procedures
- Alerting the Board of Program updates

Competitive Process Closes
- Competitive process closes January

The CP Selection Committee
- Meet and rank the one-time CPs and presented to CXO for approval

FY26 Competitive Funding Award Notification Mid-May
- Finalize paperwork with all Community Partners for FY26 funding

FY26 Program Review
- Meetings to discuss any updates to the program for FY27 budget process

Redesigned Community Partner Program

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Strategic MOU Partnership

$3.5M

Redesigned Community Partners Program

$4.1M

Two Track Competitive Partnership

$575K

17 Non-Profit Organizations

Services & Programs Provided by Quadrant
25 – HWES
4 – SSC
2 – MEGR

Standard Grant Partnership
$5,001 up to $75,000

Micro-Grant Partnership
Up to $5,000 Requests

Competitive Community Partners Process

- Basics of the competitive process
  - Select the Standard or Micro application located the Community Partners website
  - The scoring rubric will be used for both Standard and Micro funding requests
  - Application deadline is the same for both Standard and Micro funding requests

- Standard Community Partners application information
  - Funding requests up to $75,000
  - Eligibility Criteria: non-profit 501(C)3 organization that provides specific services, and
    - Has been in existence for at least 3 years
    - Has an identifiable Executive Director
    - Has an identifiable Board of Directors
    - Cannot be controlled in whole or in part by any church or sectarian society, per VA Code 15.2-953
  - Non-Profit Organizations will provide three (3) years of tax information (IRS 990s)
  - Along with current financial statement – compiled or audited

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- Micro Community Partners application information

  - Funding requests up to $5,000

  - Eligibility Criteria: non-profit 501(C)3 organization that provides specific services, and

    - Has been in existence for at least 1 year

    - Has an identifiable Executive Director

    - Has an identifiable Board of Directors

    - Cannot be controlled in whole or in part by any church or sectarian society, per VA Code 15.2-953

  - Non-Profit Organizations will provide one (1) year of tax information (IRS 990s)

  - Along with current financial statement – compiled or audited

- Micro Partnerships are meant for newer organizations that might not have hit the three (3) year non-profit status for the Standard Partnership

The Application Process

- Breaking down the application into five sections
  - Organization Information
  - Organizational Structure
  - Organization Information
  - Organization Budget Information
  - Funding Request and Performance Measures

Prince William County (PWC) FY26 Budget
Community Partners Micro Grant Application
Funding Request Up To $5,000

Organization Name:

Grant Contact: Phone:

Email:

Website:

Mailing Address:

Organizational Structure

*Executive Director:

*Board of Directors:

*Please make sure the Community Partner Team can locate the above information.

Does your organization meet the following criteria:

Yes   No

☐   ☐   An organization must have been in existence for at least one year (either calendar or fiscal year), unless it is an ad hoc group formed to address a specific issue with the intention of disbanding upon project completion (i.e., for one-time funding).

☐   ☐   Such an institution or association is not wholly or partially controlled by any church or religious society, in accordance with Virginia Code § 15.2-953*

*Please clarify if Yes:

Application Walkthrough

Prince William County (PWC) FY26 Budget

Community Partners Micro Grant Application
Funding Request Up To $5,000

Organization Name:

Grant Contact: Phone:

Email:

Website:

Mailing Address:

Organizational Structure

*Executive Director:

*Board of Directors:

*Please make sure the Community Partner Team can locate the above information.

Does your organization meet the following criteria:

Yes	No	
☐	☐	An organization must have been in existence for at least one year (either calendar or fiscal year), unless it is an ad hoc group formed to address a specific issue with the intention of disbanding upon project completion (i.e., for one-time funding).
☐	☐	Such an institution or association is not wholly or partially controlled by any church or religious society, in accordance with Virginia Code § 15.2-953*

*Please clarify if Yes:

Application Wrap Up

- There are two different applications make sure to download either the Standard or Micro application for your funding request.

- Be strategic and concise, make sure the Selection Committee understands the "What & How"

- Make sure you included all required information for your organization to

Application

Scoring Rubric

- The scoring rubric was created to promote transparency to the non-profits
  - The Selection Committee will use this tool to evaluate the applications
  - There are six (6) questions with four (4) possible score categories.
  - The score rubric is linked back to the County's 2021-2024 Strategic Plan
  - The non-profit organizations have access to the scoring rubric on the Community Partners website

Organization Blank Scoring Criteria Card
Date
Score

		Does Not Define Micro - 0 Points Standard - 0 Points	Somewhat Defines Micro - 1 Points Standard - 1 Points	Effectively Defines Micro - 2 Points Standard - 2 Points	Clearly Defines Micro - 3 Points Standard - 3 Points	Total
1)	Is the service or goal description clearly defined?					0
		No Benefit Micro - 0 Points Standard - 0 Points	Somewhat Benefits Micro - 1 Points Standard - 3 Points	Effectively Benefits Micro - 2 Points Standard - 6 Points	Clearly Benefits Micro - 3 Points Standard - 9 Points	Total
2)	Does the program or service provide a direct benefit to County residents?					0
		Does Not Link Back to SP Micro - 0 Points Standard - 0 Points	Support SP Goals Micro - 1 Points Standard - 3 Points	Supports SP Actions or Objectives Micro - 2 Points Standard - 9 Points	Directly Supports KPIs Micro - 3 Points Standard - 15 Points	Total
3)	Does the program or service effectively link back to the 2021-2024 Strategic Plan (SP)?					0
		Does Not Link Back to SP KPIs Micro - 0 Points Standard - 0 Points	Links Back to One (1) KPI Micro - 1 Points Standard - 3 Points	Links Back to Two (2) KPIs Micro - 2 Points Standard - 6 Points	Links Back to Three (3) or More KPIs Micro - 3 Points Standard - 9 Points	Total
4)	Did the organization provide performance measures (PM) that link back to SP KPIs?					0
		% of County funding ≥ 46% Micro - 0 Points Standard - 0 Points	% of County funding ≤ 45% Micro - 1 Points Standard - 3 Points	% of County funding ≤ 30% Micro - 2 Points Standard - 9 Points	% of County funding ≤ 15% Micro - 3 Points Standard - 15 Points	Total
5)	Is the organization leveraging funding from other sources for the proposed service(s)?					0
	Overall Evaluation	Does Not Move SP Initiatives Forward Micro - 0 Points Standard - 0 Points	Somewhat Moves SP Initiatives Forward Micro - 1 Points Standard - 3 Points	Effectively Moves SP Initiatives Forward Micro - 2 Points Standard - 9 Points	Clearly Moves SP Initiatives Forward Micro - 3 Points Standard - 15 Points	Total
6)	Please rank this organization's funding request based on the overall impact the presented program will have on the Community by helping PWC move Strategic Plan initiatives forward?					0
					Total	0

Scoring Rubric Walkthrough

Organization Blank Scoring Criteria Card
Date
Score

		Does Not Define Micro - 0 Points Standard - 0 Points	Somewhat Defines Micro - 1 Points Standard - 1 Points	Effectively Defines Micro - 2 Points Standard - 2 Points	Clearly Defines Micro - 3 Points Standard - 3 Points	Total
1)	Is the service or goal description clearly defined?					
						0
		No Benefit Micro - 0 Points Standard - 0 Points	Somewhat Benefits Micro - 1 Points Standard - 3 Points	Effectively Benefits Micro - 2 Points Standard - 6 Points	Clearly Benefits Micro - 3 Points Standard - 9 Points	Total
2)	Does the program or service provide a direct benefit to County residents?					
						0
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6)	Please rank this organization's funding request based on the overall impact the presented program will have on the Community by helping PWC move Strategic Plan initiatives forward?					
						0
					Total	0

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- **The Community Partner Selection Committee will use the following to score submitted applications**
  - The scoring rubric is posted as a resource on the Community Partners website
  - Great resource for applicants and promotes transparency and accountability

Organization Blank Scoring Criteria Card
Date
Score

						Total
		Does Not Define Micro - 0 Points Standard - 0 Points	Somewhat Defines Micro - 1 Points Standard - 1 Points	Effectively Defines Micro - 2 Points Standard - 2 Points	Clearly Defines Micro - 3 Points Standard - 3 Points	Total
1)	Is the service or goal description clearly defined?					0
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3)	Does the program or service effectively link back to the 2021-2024 Strategic Plan (SP)?					0
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6)	Please rank this organization's funding request based on the overall impact the presented program will have on the Community by helping PWC move Strategic Plan initiatives forward?					0
					Total	0

Scoring Rubric

- Continuous evaluation and refinement

  - The Community Partners Program is not going to become a stagnant process

  - The County will be always be reevaluating the program with the goal of addressing program and service the needs of the residents of Prince William County

- New Strategic Plan will be adopted early next year

  - This will bring possible changes to all tracks of the Community Partner Program

  - Using the Strategic Plan as a foundation, there will be a redesign of the scoring rubric on the Competitive process to make sure it aligns with meeting the KPI's of the plan

FY26 Community Partner Process Timeline

- Application Process for FY26 Funding is Open — November 26

- **Application Workshop (Webex meeting from 2pm-4pm)** — **December 5**

- Deadline for Applicant Questions — January 17

- **Community Partner Applications Due by 5pm** — **January 24**

- Community Partner Selection Committee — February – April 2025

- Organizations will be notified of status — Mid-May 2025

- FY26 payments (first half) will be processed for Strategic and Competitive Partnerships — July 2025

- FY26 payments (second half) will be processed — January 2026

Information and Resources

- Community Partner Website
  - https://www.pwcva.gov/community-partners

- Kim Downen – PWC Community Partner Coordinator
  - communitypartners@pwcgov.org
  - County direct line (703) 792-6891

- Resources on the CP Website
  - Recorded Information Session
  - Recorded Application Workshop
  - Applications & Scoring Rubric
  - 2021-2024 Strategic Plan

Questions?