

Evaluation grid for funding organizations

Function

Using these criteria you can assess whether and how systematically your institution or any other organization deals with issues of quality in health promotion and prevention projects. The grid may reveal/indicate specific strengths or point to areas with scope for improvement.

Scale

- No signs of systematic quality assessment
- First signs are available
- + Some elements are implemented, but not systematically or comprehensively
- ++ Yes, quality development is fully and systematically implemented

Criteria

1. Quality management

How is the examination of project applications regulated?

		--	-	+	++
1.1	The handling of funding applications is described as a process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	The project monitoring of approved projects is described as a process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	The organization allows adequate time and financial resources for funding applications to be carefully evaluated and supports approved projects in their quest for best possible quality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	The organization periodically reviews the criteria for its funding policy, and adapts them if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	The organization has a comprehensive quality management in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

2. Criteria for funding applications

What are the criteria for assessing funding applications?

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2.1	Funding applications for projects are evaluated on the basis of criteria which are available to the applicant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	The criteria take into consideration not only aspects of form and content but also qualitative aspects of projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	The criteria take into account the values and principles of health promotion (equal opportunities, empowerment, setting approach participation).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	For each project a quality profile is created on the basis of criteria, as well as a description of strengths and of areas with scope for improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	The quality profiles of all projects are compared and periodically evaluated across projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	On the basis of recurring cross-project evaluations systematic deficits will be identified and measures taken to overcome them (e.g. support and control measures).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7	The adequacy of the criteria for assessing funding applications will be reviewed periodically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

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3. Templates, tools and documentation

What templates and tools are used and how is the documentation process organized?.....

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3.1	Only requests on standardized and fully completed application forms are accepted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	The assessment of funding applications and the evaluation of quality profiles is executed by using a tailor-made IT solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	The assessment of funding applications and monitoring of approved projects will be documented according to standardized parameters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	The documentation of requests and project supervision is accessible to all staff members in charge/with responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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4. Employees

How is it ensured that staff is well qualified to assess the funding applications?

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4.1	Staff in charge of assessing funding applications and project monitoring (in an advisory or supervisory role) have sufficient skills in project management and quality development in health promotion and prevention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	The qualification requirements for such staff are regularly reviewed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Employees who need further qualifications are helped to attend relevant training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Employees benefit from an occupational health management programme in their organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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5. Communication

How are decisions on funding applications communicated?

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5.1	All decisions are fully explained with reference to the criteria and to the degree to which they have been fulfilled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	The feedback to applicants includes indications about the project's strengths and potential for improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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6. Project monitoring

How are approved projects monitored?

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6.1	The progress of approved projects is periodically and systematically reviewed, together with the project's management (milestone meetings).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	When the project is completed it will undergo a joint systematic review from a retrospective point of view by the project's management and the funding institution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	The results of this review are compared with the initial assessment of the funding application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

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Closing question

Which of the following two statements is more relevant for the assessed organization?

The organization tends to fund fewer projects but rewards high quality.	<input type="checkbox"/>
The organization tends to support a lot of projects at the expense of quality.	<input type="checkbox"/>

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