

Working Lands Enterprise Initiative

I. Agriculture, Forestry and Forest Products: Working Lands ENTERPRISE INVESTMENT Grants

Full Application Review Process

1. Attached please find the Enterprise Investment applicant spreadsheet. **DO NOT DISTRIBUTE.**
 2. Please review our confidentiality policy (attached). Please do not distribute any documents from the review process.
 3. Applicant materials will arrive via email from noelle.sevoian@state.vt.us. For staff and WLEB members, applications can be found under FY14 LOIs and Applications on SharePoint. For questions about logging onto SharePoint, contact noelle.sevoian@state.vt.us.
 4. Please review the Conflict of Interest Policy (attached).
 5. Please review your list of assigned applications and notify noelle.sevoian@state.vt.us of any potential conflicts of interest.
 6. Reviewer sheets are submitted on-line at: [Enterprise Investment Review Sheet](#) . It is recommended that you save your reviews in a word document (review sheet template attached) before you enter your scores and comments online as once submitted scores cannot be changed.
 7. We recommend that you first do a cursory review of your assigned batch, and a few informal reviews to help you define your scoring range (what is a high score versus what is a low score).
 8. For additional information on scoring and the review process, please visit the Working Lands Reviewer power point under FY14 LOIs and Applications on SharePoint, or Noelle can email the slides directly to you upon request.
 9. Fill out a reviewer sheet at: [Enterprise Investment Review Sheet](#) for each of your assigned application's no later than 4:30 p.m. **Friday, January 31**. It is critical for reviews to be completed by the due date in order for the Working Lands Enterprise Board (WLEB) to make decisions at their February 18 Board meeting.
 10. Numerical scoring of 1-5 (1 being the lowest score, 5 being the highest) will be used to score the following three areas:
 - a. Quality & Concept
 - b. Impact
 - c. Need, Innovation & Sustainability
- 1-5 KEY**
- 1 – Low
2 – Medium/Low
3 – Medium
4 – Medium/High
5 – High
11. There is a comment box option after each of the three scoring sections. When filling out a comment box please use complete and understandable sentences. We are NOT providing individual tailored feed-back letters to all applicants, only generic acceptance/rejection letters. Therefore, written comments can be directed at the review committee/WLEB for the purpose of informing decisions.
 12. When writing comments please remember that these documents can be requested by the public for viewing.
 13. Finally, if you have additional documentation on applicants (that would be informing to the WLEB), there is an option at the end of the review sheet to upload 1-2 attachments. This is **OPTIONAL**.

Wufoo Fields:

Applicant Name (Last, First):

Project Title:

Evaluator:

QUALITY & CONCEPT (1-5 and COMMENTS, maximum score - 5 points, weighted x 3.0)

- Project Quality: The concept is clearly articulated.
- Proposal is clear & complete.
- Project Readiness:
 - Ready to receive funds and begin promptly
 - Supporting organizations/services in place
 - Budget clearly defined and reasonable
 - Timeline clearly defined and reasonable
 - Qualifications and expertise demonstrated
- Goals, Performance Measures, and Outcomes are clearly defined and reasonable

IMPACT - (1-5 and COMMENTS, maximum score - 5 points, weighted x 4.0)

- Do the Performance Measures and Expected Outcomes meet the Goals of the business as defined by the applicant?
- Will the project enhance the applicant's business as well as align with targeted outcomes identified by the WLEB; for example:
 - Increase in working landscape acreage
 - Increase in private capital investments in working landscape
 - Change in gross operating income (percentage and \$)
 - Reduced input expenses as percent of sales
 - Increase in raw product sales (percentage and dollar)
 - Increase in value-added product sales (percentage and dollar)
 - Change in number of employees (per enterprise and overall)
 - Total dollars in new grants, loans and other investments anticipated or received as a result of WLEB project completion and/or technical assistance received
 - Percent of respondents reporting improvements in business health
 - Increase in successful generational and ownership transitions in ag and forest enterprises
 - Increased number of specialty networks supporting groups of enterprises
 - Recognition and awards for quality and innovation received by WLEB beneficiaries
- Are there anticipated positive impacts based on measurable financial, social, and environmental criteria?

NEED, INNOVATION & SUSTAINABILITY - (1-5 and COMMENTS, maximum score - 5 points, weighted x 3.0)

- Without these particular funds in this form, the project would happen more slowly, in a less desirable fashion, with a lower probability of success, or would not happen; an urgent window of opportunity to advance a business, value chain or industry as a whole would be missed.
- Without Working Lands funds would the project happen more slowly, in a less desirable fashion, with a lower probability of success, or would the project not happen?
- Does the project demonstrate a new business model, production technique, new market access, or communication strategies?
- Does the project contribute to the business's long-term sustainability & viability?