Applicant Name:
Date Application Received:
Date of Evaluation:
Evaluator Name:

**Part 1: Basic Eligibility Criteria** (Completed by the Memberships Manager)

__ Applicant is an HxA member

__ Applicant belongs to an existing HxCommunity

   OR

__ Applicant is in the process of forming a new HxCommunity with the Memberships Manager

__ The event serves the same audience as the HxCommunity to which the applicant belongs

*If any of these criteria are not met, the application cannot be considered for funding.*

**Next Step**

__ Continue to Part 2 of Evaluation
__ Deny funding based on incomplete application
Part 2: Additional Expectations (Completed by all HxA Evaluators)

Rating System (1-5 for a total of 25 points)

5 - Exceptional (The applicant has far exceeded expectations and the proposal truly stands out.)
4 - Exceeds expectations (The applicant has gone above the minimum expectations.)
3 - Meets expectations (The minimum expectations have been met.)
2 - Partially meets expectations (The proposal needs development.)
1 - Does not meet expectations (Required information was not provided.)

__ The event proposal demonstrates support of and commitment to the HxA mission
__ The applicant has provided clear details as to how the funding will be used
__ The applicant has developed and/or carried out necessary logistical steps related to the event (identified and/or contacted a venue, created a format for the event, identified steps to market the event, contacted possible speakers, etc.)
__ The event provides an opportunity for scholars with diverse viewpoints to encounter each other in an environment where they feel free to speak up and challenge each other
__ The event has the potential to increase HxA membership by attracting not only existing HxA members, but also scholars who are not yet members but are curious about the organization and mission

__ Total Score (All applicants must score at least 15 points to be considered for funding.)

Notes:

Next Step

__ Approve Funding (with the understanding that the Reporting Requirements must be met)
__ Deny Funding (explanation below)
__ Other (explanation Below; additional information needed, etc.)

Explanation, if needed:

Updated 12/7/18