



## Match on Main (FY26)

### Local Business Scoring Sheet & Community Checklist Alignment

#### Part I: Local Business Scoring Sheet (Template)

This scoring sheet is provided to assist Applicant Organizations in evaluating Local Business Application Worksheets in a consistent and transparent manner. Use of this specific form is optional; however, Applicant Organizations must be able to demonstrate how applications were evaluated and selected using criteria aligned with the Match on Main FY26 Local Business Application Worksheet.

Scoring should only be applied **after eligibility has been verified**.

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#### Application Information

Community / District:

Applicant Organization Legal Name:

Business Name:

Reviewer Name:

Date of Review:

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#### Eligibility Verification (Required – Not Scored)

- Business meets all Match on Main eligibility requirements
- Required attachments received (business plan if applicable, cost estimates, photos)
- No conflicts of interest identified

Only applications meeting all eligibility requirements should proceed to scoring.

## Scoring Criteria (100 Points Total)

### 1. Business & Place Impact (0–30 points)

How effectively does the project strengthen the business and contribute to downtown or commercial district vibrancy?

Score: \_\_\_\_\_ / 30

Comments:

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### 2. Use & Activation of Space (0–25 points)

How well does the project activate vacant or underutilized space or improve interior/exterior functionality?

Score: \_\_\_\_\_ / 25

Comments:

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### 3. Operational Efficiency & Modernization (0–20 points)

Does the project improve operations, modernize systems, or reduce barriers to efficiency?

Score: \_\_\_\_\_ / 20

Comments:

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### 4. Community Alignment (0–15 points)

How well does the project align with district goals, revitalization strategies, or identified community priorities?

Score: \_\_\_\_\_ / 15

Comments:

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**5. Project Readiness & Feasibility (0–10 points)**

Is the project scope clear, budget reasonable, and timeline feasible within Match on Main requirements?

Score: \_\_\_\_\_ / 10

Comments:

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**Total Score**

**Total Score:** \_\_\_\_\_ / 100

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**Reviewer Certification**

I certify that this application was reviewed using consistent criteria and that no actual or perceived conflict of interest influenced this score.

**Reviewer Signature:**

**Date:**

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**Part II: Alignment with Community Checklist**

The scoring process documented above directly supports the certifications made in the **Community Checklist** and **Community Information & Certification Form**, including confirmation that the Applicant Organization has:

- Used a documented and transparent process to select businesses
- Applied consistent criteria to all applications reviewed

- Avoided conflicts of interest in scoring and selection
- Retained records related to outreach, scoring, and selection
- Selected projects that align with district goals and Match on Main program intent

Completion and retention of this scoring sheet satisfies the documentation expectations outlined in the Community Checklist.

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## Part III: Required Uploads

Required:

- Appendix B – Community Information & Certification
- Appendix C – Local Business Application Worksheet
- Appendix D – Local Business Scoring Sheet & Community Checklist
  - Third Party Cost Estimates
  - Minimum of Three Photos
  - Business Plan
- MSF Background Certification
- Optional Uploads:
- Appendix E – Local Business Score Comparison
- Business Plan – if business is less than 1-year in business

## **Match on Main (FY26) – Community Review & Submission Checklist**

### **Step 1: Community Eligibility & Intake**

- ✓ Community is an eligible Michigan Main Street (Select or Master) or RRC (Essentials or Certified).
- ✓ Program advertised locally to eligible businesses.
- ✓ Community reviewed all local submissions.
- ✓ No more than two (2) business applications selected for MEDC submission.

### **Step 2: Business Eligibility Verification**

- ✓ Business headquartered in Michigan.
- ✓ Business registered with LARA or will be prior to award.
- ✓ Business is not an ineligible business type.
- ✓ Business has not previously received Match on Main funding.

### **Step 3: Worksheet Completeness**

- ✓ Business and Community Points of Contact completed.
- ✓ Business Entity Information completed.
- ✓ Business Plan included if required.
- ✓ Job Information completed.
- ✓ Business Location eligibility confirmed.
- ✓ Grant Use Categories selected.
- ✓ Project Scope completed.

### **Step 4: Budget & Financial Readiness**

- ✓ Total Project Cost entered.
- ✓ Grant request does not exceed \$25,000.
- ✓ 10% match calculated correctly.
- ✓ Additional private investment identified or \$0 noted.
- ✓ Budget aligns with project scope.
- ✓ Third-party cost estimates attached.

### **Step 5: Narrative Quality Check**

- ✓ Narratives address business and place impact.
- ✓ Project activates or improves use of space.
- ✓ Operational efficiency or modernization described.
- ✓ Project aligns with downtown goals.

### **Step 6: Attachments**

- ✓ Third-party cost estimates included.

## APPENDIX D: LOCAL BUSINESS SCORING SHEET & COMMUNITY CHECKLIST

- ✓ Minimum three photos provided (interior and exterior).
- ✓ All required acknowledgments checked.

### **Step 7: Community Certification**

- ✓ Community reviewed application for completeness.
- ✓ Community supports submission to MEDC.
- ✓ Community prepared to respond to MEDC follow-up