



Grant Review Operations Tracker

An Excel workbook for running one grant review cycle with a panel of six to eight reviewers, shown with a sample fall cycle of 596 applications and six reviewers for the fictional Halden Table Fund.

The coordinator assigns two reviewers to each application, reviewers score a weighted six-criterion rubric, and the workbook flags any application whose two scores differ by 18 points or more for a third read. Every count, flag, and budget figure is a formula, so changing the cutoff score or the disagreement threshold on the Settings sheet updates the whole workbook.

Review status summary

FY2026 Fall Community Grants cycle, status as of October 24, 2025. Sample data. All names, organizations, and figures are fictional.

Applications and scoring

Applications received	596
Screened out at eligibility	38
Eligible applications in review	558
First and second reads done	1,078
First and second reads required	1,116
Share of reads done	96.6%
Projected finish date	Oct 27, 2025

Third reads and decisions

Applications needing a third read	71
Third reads done	44
Applications with a final score	493
Recommended at the cutoff score	44
Recommended dollars	\$3,883,500
Total available pool	\$4,300,000
Pool left after recommendations	\$416,500

Items to resolve

- 2 applications have the same reviewer twice.
- 1 score entry is under a reviewer who was not assigned.
- Every flagged application has a third reader.
- 27 third reads are still outstanding.
- 38 applications are still waiting on a first or second read.
- 2 programs are over their pools at the current cutoff.
- 2 reviewers are outside the balance tolerance.

Progress and budget by program

Program	Eligible	With final score	Recommended	Recommended dollars	Available pool	Pool used	Over or under
Full Plate	179	164	12	\$1,330,500	\$1,300,000	102%	-\$30,500
Growing Roots	119	104	14	\$1,251,500	\$950,000	132%	-\$301,500
Kitchen to Career	116	103	8	\$651,000	\$850,000	77%	+\$199,000
Neighborhood Tables	144	122	10	\$650,500	\$1,200,000	54%	+\$549,500

Reviewer progress

Reviewer	Assigned	Completed	Remaining	Percent complete	Balance
Alicia Moreno	202	197	5	98%	Balanced
Ben Okafor	203	193	10	95%	Balanced
Rafael Ortiz	246	241	5	98%	Over average
Erin Walsh	201	188	13	94%	Balanced
Frank Delgado	187	161	26	86%	Balanced
Grace Kim	148	142	6	96%	Under average

The Status Summary sheet shows leadership the scoring progress, third reads, recommended dollars against each program's pool, reviewer progress, and a list of items the coordinator still needs to resolve.

Reviewer throughput

First and second reads completed each working day against the target pace, with a burn-down of reviews remaining.

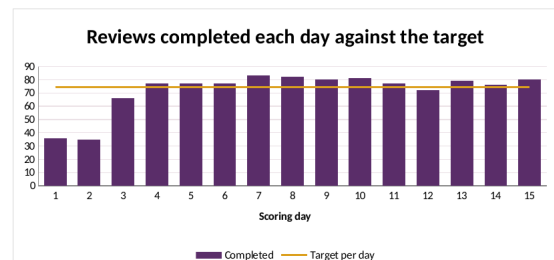
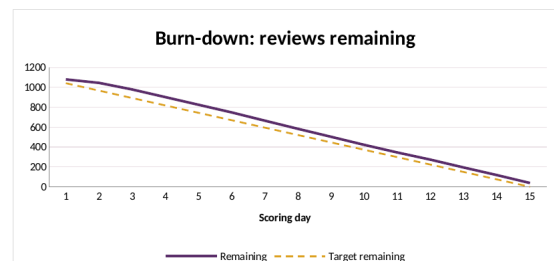
Pace summary

Reviews required (first and second reads)	1,116
Target reviews per working day	74.4
Completed through the status date	1,078
Remaining	38
Average completed per day, last five days	76.8
Projected finish date at that pace	Oct 27, 2025

Daily pace and burn-down

Day	Date	Target per day	Completed	Third reads completed	Cumulative completed	Remaining	Target remaining	Ahead or behind target
1	Mon Oct 6	74.4	36	0	36	1080	1042	-38
2	Tue Oct 7	74.4	35	0	71	1045	967	-78
3	Wed Oct 8	74.4	66	0	137	979	893	-86
4	Thu Oct 9	74.4	77	0	214	902	818	-84
5	Fri Oct 10	74.4	77	0	291	825	744	-81
6	Mon Oct 13	74.4	77	0	368	748	670	-78
7	Tue Oct 14	74.4	83	0	451	665	595	-70
8	Wed Oct 15	74.4	82	0	533	583	521	-62
9	Thu Oct 16	74.4	80	0	613	503	446	-57
10	Fri Oct 17	74.4	81	4	694	422	372	-50
11	Mon Oct 20	74.4	77	12	771	345	298	-47
12	Tue Oct 21	74.4	72	6	843	273	223	-50
13	Wed Oct 22	74.4	79	8	922	194	149	-45
14	Thu Oct 23	74.4	76	7	998	118	74	-44
15	Fri Oct 24	74.4	80	7	1078	38	0	-38

Ahead or behind compares remaining reviews with where the panel would be at the target pace. A negative number means the panel is behind. Days shaded gold fell short of the daily target.



The Throughput sheet compares reviews completed each day with the target pace and shows the burn-down of remaining reviews and a projected finish date. A matrix below it, not shown here, breaks out each reviewer's output by day.