

WORKSHEET

Proposal Checklist and Evaluation Form

This worksheet can assist the proposal writer in the preparation and improvement of a complete proposal. A similar form may be used by the proposal evaluator to assess the merit of a grant application. Yes/No answers indicate whether or not an item is included. The numerical rating (1 is poorest, 5 is best) is for use where applicable.

Proposal Components And Necessary Items:

Summary: Clearly and concisely summarizes the request	Yes	No	1-5
1. Appears at the beginning of the proposal			
2. Identifies the grant applicant			
3. Includes at least one sentence on credibility			
4. Includes at least one sentence on problem			
5. Includes at least one sentence on objectives			
6. Includes at least one sentence on methods			
7. Includes total cost, funds already obtained, and amount requested in this proposal			
8. Is brief			
9. Is clear			
10. Is interesting			

Comments on Summary:

Introduction: Describes the applicant agency and its qualifications for funding	Yes	No	1-5
1. Clearly establishes who is applying for funds.			
2. Describes applicant agency purposes and goals.			
3. Describes applicant's programs and activities.			
4. Describes applicant's clients or constituents.			
5. Provides evidence of the applicant's accomplishments.			
6. Offers statistics in support of accomplishments.			
7. Offers quotes/endorsements in support of accomplishments.			
8. Supports qualifications in area of activity in which funds are sought (e.g., research, training)			
9. Leads logically to the problem statement.			
10. Is as brief as possible.			
11. Is interesting.			
12. Is free of jargon.			

Comments on Introduction:

Methods: Describes the activities to be conducted to achieve the desired objectives	Yes	No	1-5
1. Flows naturally from problems and objectives.			
2. Clearly describes program activities.			
3. States reasons for the selection of activities.			
4. Describes sequence of activities.			
5. Describes staffing of program.			
6. Describes clients and client selection.			
7. Presents a reasonable scope of activities that can be conducted within the time and resources of the program.			

Comments on Methods:

Problem Statement or Needs Assessment	Yes	No	1-5
1. Relates to purposes and goals of applicant agency.			
2. Is of reasonable dimensions-not trying to solve all the problems in the world.			
3. Is supported by statistical evidence.			
4. Is supported by statements from authorities.			
5. Is stated in terms of clients' needs and problems-not the applicants.			
6. Is developed with input from clients and beneficiaries.			
7. Is not the "lack of a program", unless the program always works.			
8. Makes no unsupported assumptions.			
9. Is free of jargon.			
10. Is interesting to read.			
11. Is as brief as possible.			
12. Make a compelling case.			

Comments:

Program Objectives: Describes the outcomes of the grant in measurable terms.	Yes	No	1-5
1. At least one objective for each problem or need committed to in problem statement.			
2. Objectives are outcomes.			
3. Objectives are not methods.			
4. Describes the population that will benefit.			
5. States the time by which objectives will be accomplished.			
6. Objectives are measurable, if at all possible.			

Comments on Program Objectives:

Evaluation: Presents a plan for determining the degree to which objectives are met and methods are followed.	Yes	No	1-5
1. Presents a plan for evaluating accomplishment of objectives.			
2. Presents a plan for evaluating and modifying methods over the course of the program.			
3. Tells who will be doing the evaluation and how they were chosen.			
4. Clearly states criteria of success.			
5. Describes how data will be gathered.			
6. Explains any test instruments or questionnaires to be used.			
7. Describes the process of data analysis.			
8. Describes any evaluation reports to be produced.			

Comments on Evaluation:

Future Funding: Describes a plan for continuation beyond the grant and/or the availability of other resources necessary to implement the grant.	Yes	No	1-5
1. Presents a specific plan to obtain future funding if program is to be continued.			
2. Describes how maintenance and future program costs will be obtained (if a construction grant).			
3. Describes how other funds will be obtained, if necessary to implement the grant.			
4. Has minimal reliance on future grant support.			
5. Is accompanied by letters of commitment, if necessary.			

Comments on Future Funding

Budget: Clearly delineates costs to be met by the funding source and those provided by other parties.	Yes	No	1-5
1. Tells the same story as the proposal narrative.			
2. Is detailed in all aspects.			
3. Projects costs that will be incurred at the time of the program, if different from the time of proposal writing.			
4. Contains no unexplained amounts for miscellaneous or contingency.			
5. Includes all items asked of the funding source.			
6. Includes all items paid for by other sources.			
7. Includes al volunteers.			
8. Details fringe benefits, separate from salaries.			
9. Includes all consultants.			
10. Separately details all non-personnel costs.			
11. Includes indirect costs where appropriate.			
12. Is sufficient to perform the tasks described in the narrative.			

Comments on Budget: