PROPOSAL CHECKLIST AND EVALUATION FORM

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This form, designed for use in Grantsmanship Center Training Programs, can assist the proposal writer, in the preparation and improvement of a complete proposal. It is also an aid to the proposal evaluator in assessing the merit of a grant application. The article was originally published in The Grantsmanship Center News, a bimonthly publication of The Grantsmanship Center.

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 to 5**
1. Appears at the beginning of the proposal			
2. Identifies the grant applicant			
3. Includes at least sentence on credibility			
4. Includes at least one sentence on the 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			
8. Is brief			
9. Is clear			
10. Is interesting			
Comments on Summary:			
Introduction: *Describes the applicant agency and its qualifications*	**YES**	**NO**	**1 to 5**
1. Clearly establishes who is applying for funds			
2. Describes applicant's 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:			

Proposal Checklist and Evaluation Form continued

Problem Statement or Needs Assessment	YES	NO	1 to 5
1. Relates to purposes and goals of the applicant agency			
2. Is of reasonable dimensions—not trying to solve all problems			
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 applicant's			
6. Is developed with input from clients and beneficiaries			
7. Makes no unsupported assumptions			
8. Is free of jargon			
9. Is interesting to read			
10. Is as brief as possible			
11. Makes a compelling case			
Comments on Problem Statement or Needs Assessment:			
Program Objectives: *Describes the outcomes in measurable terms*	YES	NO	1 to 5
1. At least one objective for each problem or need committed to in the problem statement			
2. Objectives are outcomes			
3. Describes the population that will benefit			
4. States the time by which objectives will be accomplished			
5. Objectives are measurable			
Comments on Program Objectives:			
Methods: *Describes the activities to be conducted to achieve the desired objectives*	YES	NO	1 to 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:			

Proposal Checklist and Evaluation Form continued

Evaluation: *Presents a plan for determining the degree to which objectives are met*	YES	NO	1 to 5
1. Presents a plan for evaluating accomplishment of objectives			
2. Presents a plan for evaluating and modifying methods 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*	YES	NO	1 to 5
1. Presents a specific plan to obtain future funding if program is continued			
2. Describes how other funds will be obtained, if necessary			
3. Has minimal reliance on future grant support			
4. 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 to 5
1. Tells the same story as the proposal narrative			
2. Is detailed in all aspects			
3. Project costs that will be incurred at the time of the program			
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 all 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:			