

# GRANT PROPOSAL CHECKLIST & EVALUATION FORM



CRITERIA CHECKLIST			
PROPOSAL SUMMARY	X	DATE	COMMENTS
Brief organization overview			
Brief summary of applicable past achievements / projects.			
Project overview			
Correlation between project goals and organization goals			
Reasons for request and target amount			
Project activities leading to achieved objectives			
Summary is brief, clear, and interesting.			
PROJECT ABSTRACT	X	DATE	COMMENTS
Provides "big picture" of proposal.			
Comprehensive statement of project's importance.			
Brief synopsis of project goals, objectives, and strategies.			
Written with target audience in mind.			
INTRODUCTION	X	DATE	COMMENTS
Establishes context.			
Clearly conveys organization mission in relation to project.			
Brief description of beneficiaries of project.			
Indicate how project will advance field.			
Engages the reviewing parties.			
STATEMENT OF NEED	X	DATE	COMMENTS
Convey the magnitude of the situation / problem addressed.			
Explain why the project goal is realistic and attainable.			
Provide statistical facts and figures.			
Describe sources / causes of situation / problem addressed.			
Provide endorsements and statements of support, if applicable.			
Explain benefits of desired outcome.			
Explain long-term effects			
BACKGROUND	X	DATE	COMMENTS
Describe organization's mission, programs, etc.			
Describe members / clients.			

Discuss prior work and accomplishments, if applicable.			
Describe your organization / staff qualifications.			
Establish current status of the field.			
<b>IMPACT</b>	<b>X</b>	<b>DATE</b>	<b>COMMENTS</b>
Define the significance of the project.			
Convey the direct impact of the project.			
Define wider implications.			
How does the project address an important problem?			
What advancements will result from project completion?			
<b>GOALS &amp; OBJECTIVES</b>	<b>X</b>	<b>DATE</b>	<b>COMMENTS</b>
Describe the project outcome.			
Are your goals related to the need of the target beneficiaries?			
Do your goals directly relate to the Statement of Needs?			
Are your objectives specific and measurable?			
<b>METHODOLOGY</b>	<b>X</b>	<b>DATE</b>	<b>COMMENTS</b>
Describe innovative methods to be employed.			
Show how your chosen methods relate to the project goals.			
Provide justification for methods.			
<b>ACTIVITIES</b>	<b>X</b>	<b>DATE</b>	<b>COMMENTS</b>
Provide a comprehensive list of all activities.			
Describe each activity.			
Include any activities required by the sponsor.			
<b>TIMELINE</b>	<b>X</b>	<b>DATE</b>	<b>COMMENTS</b>
Create a timeline with projected completion dates for activities.			
Ensure that dates align with any sponsor stipulations.			
<b>EVALUATION</b>	<b>X</b>	<b>DATE</b>	<b>COMMENTS</b>
Define evaluation procedures for your objectives.			
Are the measures in place both qualitative and quantitative?			
Define who will be involved in the evaluation process.			
Define evaluation criteria.			

Define policies for method modification.			
Identify sources of data and collection and analysis methods.			
Detail any instruments / tools used.			
Describe how evaluation will be utilized for improvements.			
<b>QUALIFICATIONS / STAFF</b>	<b>X</b>	<b>DATE</b>	<b>COMMENTS</b>
List all key personnel, their responsibilities, and qualifications.			
Does your list clearly demonstrate their capabilities?			
Describe aspects of oversight and project management.			
Include past experience, if applicable.			
Discuss access to any required facilities and equipment.			
<b>COMMUNICATION</b>	<b>X</b>	<b>DATE</b>	<b>COMMENTS</b>
Provide a dissemination plan for sharing project results.			
Consider various mediums.			
Consider a timetable including milestone reporting.			
Do any aspects of the project have potential for replication?			
<b>SUSTAINABILITY</b>	<b>X</b>	<b>DATE</b>	<b>COMMENTS</b>
Present a plan for project continuation beyond grant funding.			
List any sources of funding should the project continue.			
Include any letters of commitment, if applicable.			
<b>BUDGET &amp; JUSTIFICATION</b>	<b>X</b>	<b>DATE</b>	<b>COMMENTS</b>
Clearly delineate project costs to be met by funding source.			
Explain any calculations, and check for accuracy.			
Provide justification for expenses.			
Include credible and realistic costs.			
Ensure that content and formatting adhere to sponsor guidelines.			
Describe matching funds, if applicable.			
Does your budget accurately reflect the project plan?			
<b>CONCLUSION</b>	<b>X</b>	<b>DATE</b>	<b>COMMENTS</b>
Succinctly summarize the project and goals.			
Reinforce the statement of need.			

APPENDIX	X	DATE	COMMENTS
Provide a list of supporting documents.			
Adopt a clear naming convention for files.			
Provide functioning links, if applicable.			
Have you attached all required documentation?			
SUBMISSION FORMATTING	X	DATE	COMMENTS
Format follows all guidelines set forth by the sponsor.			
Ensure that the order of requested information is correct.			
Check that all margins, fonts, and formatting are uniform.			
Double check spelling and grammar.			
Does your information flow well between sections and ideas?			

## **DISCLAIMER**

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