

Assignment #5a Proposal Evaluation Form



Name of Proposal (Click **here** and type name) Name of Evaluator (Click **here** and type name) Date: _____

KEY COMPONENTS	1=poor excellent=5		COMMENTS			
1. Does the outline (format) of the proposal match the format outlined in the <u>PP & PW</u> textbook?	Yes	No				
2. Does the proposal have any unsupported assumptions ?	Yes	No	Please list unsupported assumptions... 1. 2. 3. 4.			
3. Does the proposal include adequate national and local statistics or quotes from authority figures to support the problem or need statement?	Yes	No				
4. Does the proposal include an activity time line ?	Yes	No				
5. The proposal has a professional look and layout .	1	2	3	4	5	

5. The proposal is clear, concise and easy-to-read.	1 2 3 4 5	
6. The proposal demonstrates mastery of grammar, spelling, punctuation, capitalization and word usage.	1 2 3 4 5	
7. The proposal has a positive focus.	1 2 3 4 5	
6. The proposal adequately describes the agency's qualifications and credibility.	1 2 3 4 5	
7. The proposal adequately documents the need(s) to be met or problem(s) to be solved by the proposed funding.	1 2 3 4 5	
8. The proposal includes benefits and accountability of funding in clearly defined, measurable objectives.	1 2 3 4 5	
9. The proposal includes a time line for program activities.	1 2 3 4 5	

10. The proposal includes an adequate plan to evaluate performance (i.e., the degree to which objectives were met and activities completed).	1 2 3 4 5	
11. The proposal describes a plan for continuation (future funding) beyond grant and current funding.	1 2 3 4 5	
12. The budget is accurate, includes has enough details , and matches the objectives.	1 2 3 4 5	
12. What is your overall evaluation of the proposal?	1 2 3 4 5	
What were the "strengths" of the proposal?		

What were the "weaknesses" of the proposal?

What **additional information** would you like to have?

Evaluator's Signature

Date

E-Mail Address