

Evaluation Form

For proposals that follow Kiritz's template from *Proposal Planning & Proposal Writing*

Proposal Title _____

Date _____

Summary – Summarizes request clearly and concisely	Yes	No	Score
1. Includes agency credibility			
2. Includes problem			
3. Includes measurable outcome			
4. Includes solution or method			
5. Includes cost			
I. Agency Introduction – Describes applicant's qualifications & credibility	Yes	No	
1. Describes applying agency's mission and goals			10 points
2. Describes applying agency's clients, programs and activities			
3. Provides applying agency's accomplishments (with evidence)			
4. Includes applying agency's qualifications in applying area			
II. Problem or Needs Statement – Shows need or problem to be solved	Yes	No	
1. Includes statistical support – national & local			25 points
2. Is reasonable and realistic			
3. Demonstrates a compelling need			
4. Comes from a client perspective, not the agency's			
5. Makes no unsupported assumptions			
III. Measurable Outcomes – Establishes benefits in measurable terms	Yes	No	
1. Includes one outcome per problem identified in #II			10 points
2. Describes the client/population that will benefit			
3. Is written in measurable terms			
4. Includes by when and how outcome will be measured			
IV. Solution or Method – Describes activities that will constitute a solution	Yes	No	
1. Includes list of activities that constitute the solution			10 points
2. Includes reasons for selecting these activities			
3. Includes activity time line			
4. Provides list of staff and brief staff job descriptions			
V. Evaluation – Provides plan to measure outcomes & method followed	Yes	No	
1. <i>Process</i> evaluation – Shows how activities/timeline will be evaluated			5 points
2. <i>Product</i> evaluation – Shows how outcomes will be measured/reported			
3. States who will be conducting the evaluation			
4. Describes any data analysis and performance reports that will be given			
VI. Future funding – Describes sustainability plan beyond grant period	Yes	No	
1. Is minimally reliant on future grant support			10 points
2. Includes plan to obtain future funding for sustainability			
3. Includes letters of support or commitments			
VII. Budget – Provides detailed breakdown of costs requested & donated	Yes	No	
1. Includes a budget narrative – describes each expense			20 points
2. Is detailed			
3. Includes requested, donated and total columns			
4. Is free of potential red flag expenses			
5. Includes matching, in-kind or donated amounts			
6. Includes indirect costs, if applicable			
Overall	Yes	No	
1. Proposal writing is clear and concise.			10 points
2. Proposal uses writing tips and ways to make the proposal stand out.			
3. Proposal includes no grammar or spelling errors.			

Total Points _____

100 points

Signature _____

Date _____

Comments - Use next page for comments (Include strengths, areas to improve & unclear sections)