

Generic Evaluation Form

Proposal Title _____

Date _____

12 Key Components	1 = poor excellent = 5		Comments
Does the outline (format) of the proposal match the format required by the funding source?	Yes	No	
The proposal has few, if any, unsupported assumptions .	1 2 3 4 5		
The proposal includes quotes from authority figures or clients and/or statistical evidence to support assumptions and statements.	1 2 3 4 5		
The proposal is neat, clean, and easy to read .	1 2 3 4 5		
The proposal is brief, clear, and concise .	1 2 3 4 5		
The proposal is positive .	1 2 3 4 5		
The proposal has a professional look and layout .	1 2 3 4 5		
The proposal establishes the credibility of the applicant.	1 2 3 4 5		
The program objectives are measurable outcomes .	1 2 3 4 5		
The proposal includes a timeline for program activities.	1 2 3 4 5		
The budget includes detailed information and matches the objectives.	1 2 3 4 5		
What is your overall evaluation of the proposal?	1 2 3 4 5		
What are the strengths of the proposal?			
What are the weaknesses of the proposal?			
What additional information would you like to have as a reader?			

Evaluator's Signature

Date