

GRANT REVIEW CHECK SHEET

Reviewer preparation

- I have read the Grant Guidance and am familiar with established requirements and parameters of the grant
- I have blocked time so I can review the proposal without interruptions

Advance work for proposal submission completed

- If an on-line submission is required, the proposer has registered and obtained the proper authority and permission levels to submit the proposal
- The proposal uses the appropriate TIN and DUNS numbers
- If necessary, pre-approval of elected officials to apply for grant has been received
- If required, cost-match funding has been identified and reserved

General technical components of the proposal The proposal is—

- Clear and concise
- Written to the readers
- Devoid of acronyms, jargon, and technical details
- Factually stated

Proposal package completeness

- Cover page
- Abstract/summary that meets required word count
- Background information included
- Well-written and compelling case statement that includes supporting data
- Has measurable objectives that use action verbs and provide target dates
- Describes methods and activities by which project will be completed
- Includes a method to evaluate outcomes (more than “yes” or “no”)
- Includes timeline that is reasonable and do-able
- Has everything the Grant Guidance says is required and nothing that isn’t requested

Proposal case statement

- Includes explanation of grant need (vs. wants)
- Describes who has the need
- Describes method(s) used to determine need
- Explains criticality of the need
- Is supported with relevant data to “make the case”

Proposal objectives

- Specific
- Measurable (led with action verb)
- Achievable in terms of time
- Achievable realistically for the proposer’s capabilities
- Compatible with current activities
- Compatible with future projects

Proposal evaluation component

- The proposal states exactly how results will be measured as described in objectives
- Evaluation methodology is described thoroughly
- Evaluation is more than a simple rating on a scale of 1-5

Proposal partnership component

- Funding brought to project through partnership, if any, is described
- Staff support brought to project by partnership, if any, is described
- Expertise, skills, and labor brought to project through partnership is described
- In-kind support brought to project by partnership, if any, is described
- Intangible results, such as improved interagency cooperation, is described

Proposal timeline

- States when each major milestone (activities and critical tasks) will be reached
- Is reasonable considering resources
- Indicates completion within grant period
- Describes who will initiate and follow through
- Tells the reviewer the order of the work and how much time will be spent on each part

Proposal budget

- Math is accurate
- Contains no rounding errors from spreadsheets
- Proposed activities are correlated with budget
- Includes only allowable costs
- Matches the grant
- Quotes realistic prices for work, materials, etc.
- Is aligned with required percentages
- Budget is in format proscribed by Grant Guidance (or on required form)

General: proposal does NOT include

- Unsolicited or unrequested letters of support
- Statements about how the world will end if the money is not awarded
- Statements saying "will be provided on request"
- Deadlines from the proposer's side
- Graphics, designs, word art or clip art for decorative purposes
- Binding of any sort (unless specifically requested)

General: proposal free of "Gotchas"

- Follows guidelines on its structure, size, and style as provided by grantor
- Uses specified font (type and size)
- Uses specified spacing (lines, margins, paragraphs)
- Has appropriate number of pages (within total allowed)
- Includes headers/footers (identification)
- Free of typos, as well as grammatical, spelling, punctuation, and capitalization errors

General impressions of proposal overall

- The proposal is based on a good idea
- The description of the idea is tailored to the interest of the grant
- The project is aligned with the purpose and goals of the grant
- The proposal compels reviewers to see the proposal as deserving funding
- The proposal uses exact words from the grant announcement