

Woodridge Local School District

PRE-SUBMISSION REVIEW OF A GRANT PROPOSAL

Use the following rating scale to determine whether or not the information called for in each element in the six (6) components of the grant proposal has been properly prepared. Use Grant Writing Guideline 6111A (Responding to RFP's) or 6111B (Requests for Funds) to make any necessary revisions or additions.

There are four (4) essential content characteristics for each element. Your review should indicate that each element has one of the following ratings for each content characteristic:

0 = Not Present or Not Applicable

- 1a. = Incomplete or Inadequate (missing essential information)
- 1b. = Inaccurate or Inappropriate (information is not correct/misleading)
- 1c. = Irrelevant (some information is not germane to the proposed project)
- 1d. = Unclear (language could cause the reader to be confused)

- 2a. = Complete or Adequate (all essential information is stated)
- 2b. = Accurate or Appropriate (all essential information is true)
- 2c. = Relevant (all information pertains to the proposed project)
- 2d. = Clear (reader should be able to understand the information)

Component # 1 - Documentation of Eligibility or Local Need

- _____ 1. eligibility criteria outlined in the RFP
- _____ 2. evidence presented to document eligibility
- _____ 3. methods used to identify the local need (current or resolved as specified in the RFP)

Component #2 - Objectives

- _____ 1. agreement between the stated objectives and the RFP goal(s) and desired outcome(s)
- _____ 2. description of expected changes/products
- _____ 3. description conforms to format outlined in the instructions

Component #3 - Activities and Timeline

- _____ 1. description of activities
- _____ 2. relationship of activities to the objectives
- _____ 3. stated activities, if implemented, can achieve the objectives
- _____ 4. timeline illustrates when activities will be occurring
- _____ 5. time frames for particular activities are reasonable

Component #4 - Evaluation Plan

- _____ 1. evaluation plan assesses all objectives
- _____ 2. evaluation plan conforms to the format outlined in the instructions
- _____ 3. evaluation plan will provide useful information concerning relative success of the project

Component #5 - Project Personnel

- _____ 1. proposed staff needed to undertake and complete project tasks
- _____ 2. extent of involvement of present District staff
- _____ 3. relationship between project staff and other District staff

Component #6 - Itemized Budget Worksheet

- _____ 1. professional personnel costs for the project
- _____ 2. local cost of the proposed project relative to value of anticipated outcomes
- _____ 3. minimal external consultant costs
- _____ 4. correlation of individual line items to required and optional expenditures outlined in the RFP