

PROPOSAL CHECKLIST

All Sections

- | | | |
|--|------------------------------|-----------------------------|
| <input type="checkbox"/> Do all sections of your proposal flow logically from one to the next? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> Do all sections sound as if one person wrote them? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> Are all sections without typographical and grammatical errors? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| <input type="checkbox"/> Have the directions been followed and all questions answered? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Proposal Abstract/Summary

- | | | |
|--|------------------------------|-----------------------------|
| • Does this one-page summary of your proposal clearly and concisely describe the | | |
| ○ Grant applicant and the applicant's credibility? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ Needs assessment that you conducted? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ Problem(s) identified through the needs assessment? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ Purpose of the program/project? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ Goals and objectives and how they are tied to the needs? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ Innovation that this program/project represents? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ Target population? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ Key partners? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ Amount of funds requested? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Is the abstract/summary interesting? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Needs Statement

- | | | |
|---|------------------------------|-----------------------------|
| • Does the needs section of the proposal clearly | | |
| ○ Link your purpose and goal to the funder's purpose and goal? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ Describe your target population? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ Describe the needs assessment that you conducted? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ Explain statistical data used to support the needs? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ Cite the statistical data used? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ Describe how the target population's needs compare statewide/
nationally to similar populations? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ State what will happen over time without intervention? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ Describe what impacts your target population and exacerbates
the problem (e.g., poverty, low education attainment of parents)? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Does this section make unsupported claims? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Does this section make a compelling case for needed behavioral change? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Program Goals and Objectives

- | | | |
|---|------------------------------|-----------------------------|
| • Are goals general statements of desired changes in behavior? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Are objectives SMART as defined: | | |
| ○ Are they specific rather than vague? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ Are they measurable (quantifiable)? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ Are they achievable during the grant period? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ Are they relevant to the stated needs? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ○ Are they time-specific so that success can be measured? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Are the goals and objectives directly tied to the assessed needs? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Are the goals and objectives a reflection of the funder's purpose and goal? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Methods/Activities/Strategies

- Are the methods/activities/strategies clearly stated and
 - Designed from evidence-based interventions? ☐ YES ☐ NO
 - Designed to achieve the goals and objectives? ☐ YES ☐ NO
 - Reveal extensive, appropriate project planning? ☐ YES ☐ NO
 - Include a timeline and who will conduct each activity? ☐ YES ☐ NO
 - Designed to reasonably achieve the program's goals and objectives during the grant period? ☐ YES ☐ NO

Evaluation Plan

- Was the evaluation plan written with input from the evaluator? ☐ YES ☐ NO
- Does the plan include
 - More than one method? ☐ YES ☐ NO
 - Periodic evaluation over the course of the program? ☐ YES ☐ NO
 - All elements necessary to prove whether or not the program is successful? ☐ YES ☐ NO
 - An explanation of any test instruments or questionnaires to be used? ☐ YES ☐ NO
 - Criteria of success? ☐ YES ☐ NO
 - A description of the process for gathering the data? ☐ YES ☐ NO
 - A statement about the evaluator and why that person was chosen? ☐ YES ☐ NO
 - A description of how the data will be analyzed? ☐ YES ☐ NO
 - A description of reports to be generated and how they will be used? ☐ YES ☐ NO

Management Plan

- Does the management plan
 - Clearly state all key program personnel, including consultants? ☐ YES ☐ NO
 - Clearly state why all key personnel were chosen? ☐ YES ☐ NO
 - Include a plan to select program participants? ☐ YES ☐ NO
 - Include an organization chart? ☐ YES ☐ NO
 - Include a reasonable amount of time dedicated to the program for each key personnel? ☐ YES ☐ NO
 - Include a description of adequate facilities to conduct this program? ☐ YES ☐ NO
 - Include credential paragraphs and/or resumes for key personnel? ☐ YES ☐ NO

Sustainability and Dissemination Plans

- Does the plan for sustainability
 - Include letters of commitment from partners to obtain future funding? ☐ YES ☐ NO
 - Clearly describe a plan to continue the program after the grant period? ☐ YES ☐ NO
- Does the plan for dissemination clearly describe how you will tell of your success? ☐ YES ☐ NO

Budget and Budget Narrative

- Does the budget clearly describe, in financial terms, all activities of the program? ☐ YES ☐ NO
- Does the budget include program income from other sources? ☐ YES ☐ NO
- Does the budget include formulas used in determining costs? ☐ YES ☐ NO
- Does your budget contain references to expenditures not explained in the narrative? ☐ YES ☐ NO