HSG Sample Review Form

Reviewer: | Review Date:

Project Title:
Review Total Score:

Please rate the application by the following scoring criteria:

INSTITUTIONAL READINESS

- Organization has capacity and infrastructure to successfully complete project.
- Proposal leverages past accomplishments and current priorities.
- Strong base of support includes community engagement and recruitment of qualified staff/volunteers.
- External assessments, training, and/or professional standards are considered as needed.

Institutional Readiness Score:
Comments regarding institutional readiness:

NEED

- Project addresses important or pressing need for organization.
- Situation is well defined. Context for nature and extent of need is provided.
- Cause and effect of problem is explained.
- Facts and evidence are used to support claim.
- Need is compelling in relation to other proposals.

Need Score:
Comments regarding need:

PROJECT LOGIC - PLANNED WORK (OBJECTIVES, INPUTS, ACTIVITIES)

- Narrative expands on project summary and provides clear description of project.
- Planned work is a logical and linear response to need.
- Objectives are clear, concise, and relevant to project goals.
- Appropriate inputs/resources have been allocated.
- Project activities are appropriate and well designed.
PROJECT LOGIC - INTENDED RESULTS (OUTPUTS, OUTCOMES, IMPACT)

- Intended results are clearly defined, reasonable, and adequately address need.
- Outputs (direct products) of project are plainly identifiable.
- Outcomes address change/benefit/difference that will come from successful project completion.
- Narrative is persuasive and uses a combination of logic, credibility, and emotional appeal.

Project Logic - Intended Results Score:
Comments regarding project logic - intended results:

IMPLEMENTATION

- Professional standards and/or best practices are used.
- Process and plan are well developed.
- Critical steps and milestones in project are defined.
- Responsibilities of project team members are outlined.
- Deadlines and evaluative checkpoints are included.
- Partnerships and collaborations are appropriate and/or strategic.

Implementation Score:
Comments regarding implementation:

EVALUATION AND SUSTAINABILITY

- Success of project will be evaluated. Systems are in place to track, evaluate, and report results
- Project fits into organization's long-term goals. Next steps and/or follow-up projects are described.
- Importance of project to institutional progress is clear.

Evaluation and Sustainability Score:
Comments regarding evaluation and sustainability:

PROJECT BUDGET

- Budget is thorough, detailed, and realistic.
- Budget justification is thorough and complete.
- Budget does not include funding exclusions (indirect costs, rent/mortgage, utilities, insurance, salaries, wages, or benefits for permanent staff).
- Potential, requested, and/or committed funds for 15% match are included and described (grants of $5,000 and greater only)
- Estimates from qualified vendors are included, if needed.
- Budget identifies potential overruns, contingencies, etc.

Project Budget Score:
Comments regarding project budget:
ATTACHMENTS

- Attachments are used to bolster case for support.
- Project-specific documents are included as needed.
- Partnerships and collaborations are confirmed with letters of support or other appropriate documentation

Attachments Score:

Comments regarding attachments:

Do you recommend full, partial, or no funding for this project?

ADDITIONAL COMMENTS: