



# MRV LOT GRANT PROPOSAL CHECKLIST & EVALUATION FORM

| CRITERIA CHECKLIST  |   |      |          |
|---|---|------|----------|
| PROPOSAL SUMMARY  | X | DATE | COMMENTS |
| Brief organization overview                                   |   |      |          |
| Brief summary of applicable past achievements / projects      |   |      |          |
| Project overview  |   |      |          |
| Correlation between project goals and organization goals      |   |      |          |
| Reasons for request and target amount                         |   |      |          |
| Project activities leading to achieved objectives             |   |      |          |
| Summary is brief, clear, and interesting                      |   |      |          |
|   |   |      |          |
| PROJECT ABSTRACT  | X | DATE | COMMENTS |
| Provides "big picture" of proposal                            |   |      |          |
| Comprehensive statement of project's importance               |   |      |          |
| Carbon foot print review meets reasonableness test            |   |      |          |
| Brief synopsis of project goals, objectives, and strategies   |   |      |          |
| Written with target audience in mind                          |   |      |          |
|   |   |      |          |
| INTRODUCTION  | X | DATE | COMMENTS |
| Establishes context   |   |      |          |
| Clearly conveys organization mission in relation to project   |   |      |          |
| Brief description of beneficiaries of project                 |   |      |          |
| Indicate how project will a benefit MRV community             |   |      |          |
| Engages the reviewing parties                                 |   |      |          |
|   |   |      |          |
| STATEMENT OF NEED   | X | DATE | COMMENTS |
| Convey the magnitude of the situation / problem addressed     |   |      |          |
| Explain why the project goal is realistic and attainable      |   |      |          |
| Provide statistical facts and figures                         |   |      |          |
| Describe sources / causes of situation / problem addressed    |   |      |          |
| Provide endorsements and statements of support, if applicable |   |      |          |
| Explain benefits of desired outcome                           |   |      |          |
| Explain long-term effects                                     |   |      |          |
|   |   |      |          |

| BACKGROUND  | X | DATE | COMMENTS |
|---|---|------|----------|
| Describe organization's mission, programs, etc.   |   |      |          |
| Describe members / clients  |   |      |          |
| Discuss prior work and accomplishments, if applicable   |   |      |          |
| Describe your organization / staff qualifications   |   |      |          |
| Establish current status of the field   |   |      |          |
|   |   |      |          |
| IMPACT  | X | DATE | COMMENTS |
| Define the significance of the project  |   |      |          |
| Convey the direct impact of the project   |   |      |          |
| Define environmental impact not only carbon foot print  |   |      |          |
| Define wider implications   |   |      |          |
| How does the project address an important problem?  |   |      |          |
| What advancements will result from project completion?  |   |      |          |
| What is the environmental impact and the carbon footprint initially and over the next 5 years |   |      |          |
|   |   |      |          |
| GOALS & OBJECTIVES  | X | DATE | COMMENTS |
| Describe the project outcome  |   |      |          |
| Are your goals related to the need of the target beneficiaries?                               |   |      |          |
| Do your goals directly relate to the statement of needs?                                      |   |      |          |
| Are your objectives specific and measurable?  |   |      |          |
|   |   |      |          |
| METHODOLOGY   | X | DATE | COMMENTS |
| Describe innovative methods to be employed  |   |      |          |
| Show how your chosen methods relate to the project goals                                      |   |      |          |
| Provide justification for methods   |   |      |          |
|   |   |      |          |
| ACTIVITIES  | X | DATE | COMMENTS |
| Provide a comprehensive list of all activities  |   |      |          |
| Describe each activity  |   |      |          |
| Include any activities required by the sponsor  |   |      |          |
|   |   |      |          |
| TIMELINE  | X | DATE | COMMENTS |
| Create a timeline with projected completion dates for activities                              |   |      |          |
| Ensure that dates align with any sponsor stipulations   |   |      |          |

|  |          |             |                 |
|--|----------|-------------|-----------------|
|  |          |             |                 |
| <b>EVALUATION</b>  | <b>X</b> | <b>DATE</b> | <b>COMMENTS</b> |
| Define evaluation procedures for your objectives                   |          |             |                 |
| Are the measures in place both qualitative and quantitative?       |          |             |                 |
| Define who will be involved in the evaluation process              |          |             |                 |
| Define evaluation criteria   |          |             |                 |
| Define policies for method modification                            |          |             |                 |
| Identify sources of data and collection and analysis methods       |          |             |                 |
| Detail any instruments / tools used                                |          |             |                 |
| Describe how evaluation will be utilized for improvements          |          |             |                 |
|  |          |             |                 |
| <b>QUALIFICATIONS / STAFF</b>                                      | <b>X</b> | <b>DATE</b> | <b>COMMENTS</b> |
| List all key personnel, their responsibilities, and qualifications |          |             |                 |
| Does your list clearly demonstrate their capabilities?             |          |             |                 |
| Describe aspects of oversight and project management               |          |             |                 |
| Include past experience, if applicable                             |          |             |                 |
| Discuss access to any required facilities and equipment            |          |             |                 |
|  |          |             |                 |
| <b>COMMUNICATION</b>   | <b>X</b> | <b>DATE</b> | <b>COMMENTS</b> |
| Provide a dissemination plan for sharing project results           |          |             |                 |
| Consider various mediums   |          |             |                 |
| Consider a timetable including milestone reporting                 |          |             |                 |
| Do any aspects of the project have potential for replication?      |          |             |                 |
|  |          |             |                 |
| <b>SUSTAINABILITY</b>  | <b>X</b> | <b>DATE</b> | <b>COMMENTS</b> |
| Present a plan for project continuation beyond grant funding       |          |             |                 |
| List any sources of funding should the project continue            |          |             |                 |
| Include any letters of commitment, if applicable                   |          |             |                 |
|  |          |             |                 |
| <b>BUDGET &amp; JUSTIFICATION</b>                                  | <b>X</b> | <b>DATE</b> | <b>COMMENTS</b> |
| Clearly delineate project costs to be met by funding source        |          |             |                 |
| Explain any calculations, and check for accuracy                   |          |             |                 |
| Provide justification for expenses                                 |          |             |                 |
| Include credible and realistic costs                               |          |             |                 |
| Ensure that content and formatting adhere to sponsor guidelines    |          |             |                 |

|   |          |             |                 |
|---|----------|-------------|-----------------|
| Describe matching funds, if applicable                      |          |             |                 |
| Does your budget accurately reflect the project plan?       |          |             |                 |
|   |          |             |                 |
| <b>CONCLUSION</b>   | <b>X</b> | <b>DATE</b> | <b>COMMENTS</b> |
| Succinctly summarize the project and goals                  |          |             |                 |
| Reinforce the statement of need                             |          |             |                 |
|   |          |             |                 |
| <b>APPENDIX</b>   | <b>X</b> | <b>DATE</b> | <b>COMMENTS</b> |
| Provide a list of supporting documents                      |          |             |                 |
| Adopt a clear naming convention for files                   |          |             |                 |
| Provide functioning links, if applicable                    |          |             |                 |
| Have you attached all required documentation?               |          |             |                 |
|   |          |             |                 |
| <b>SUBMISSION FORMATTING</b>                                | <b>X</b> | <b>DATE</b> | <b>COMMENTS</b> |
| Format follows all guidelines set forth by the sponsor      |          |             |                 |
| Ensure that the order of requested information is correct   |          |             |                 |
| Check that all margins, fonts, and formatting are uniform   |          |             |                 |
| Double check spelling and grammar                           |          |             |                 |
| Does your information flow well between sections and ideas? |          |             |                 |
|   |          |             |                 |