

2018 Paul H. Kusuda Special Projects Fund Grant Review

Reviewer: _____ Proposal: _____

Award the number that reflects your rating next to each statement. 0 = strongly disagree, 5 = strongly agree (0 – 10 or 0 - 15 on some items). Enter numbers in the “Total” column and total at the bottom.

Proposal (2-pages maximum)	Possible Points	Total Points
Instructions: Describe the proposal's focus, purpose, and steps that will be taken to meet the purpose.		
1. The purpose is clearly articulated.	0 – 10	
2. The focus meets an unmet need of the Client-Centered Case Management program and this need is clearly described.	0 – 10	
3. The result of the project will have a positive impact on clients and have a high likelihood of success.	0 – 15	
4. The project steps are clear and the activities will most likely be accomplished in the time planned.	0 – 15	
Qualifications (1-page maximum)	Possible Points	Total Points
Instructions: Describe qualifications of the individual to be assigned major responsibility for the project. Include such elements as years of experience working with older adults and specific work skills to be used to complete this proposal. Who will implement this project is clearly identified and realistic to make this project successful. The people who will conduct this project have the experience and qualifications to make this project successful.	0 – 15	
Budget (chart)	Possible Points	Total Points
Instructions: Complete the [provided] chart, indicating amount requested from the Special Projects Fund, matching funds from other sources, and the total cost of the project. [Not to exceed \$13,807] The budget is logical and the money set aside for the categories will be adequate to accomplish this project.	0 – 5	
Budget Narrative (chart)	Possible Points	Total Points
Instructions: Explain each budget item and why it is necessary for this project. The budget line item narratives clearly describe how the money will be spent in the project and why it is necessary for this project.	0 – 5	
Agency Commitment (1-page maximum)	Possible Points	Total Points
Instructions: After the funding period is completed, what plans have been made to continue efforts or to use purchased equipment? The plans to continue the project after initial funding is exhausted are described and realistic.	0 – 15	
Organizational Operations (1-page maximum)	Possible Points	Total Points
Instructions: Who will have primary responsibility for overseeing successful completion of the proposed project? Specify either the percentage of staff time or number of hours per month to be devoted to this project and the qualifications of that staff member. Who will be responsible for overseeing the completion of this project is clearly identified and qualified to make this project successful. The percentage of staff time/number of staff hours per month is adequate to make this project successful.	0 – 10	
TOTAL POINTS	0 - 100	