

## NS4G Proposal Evaluation Worksheet

Instructions: Complete an individual evaluation worksheet for each proposal you review. As a team, compare your results and complete a consolidated team evaluation worksheet for each proposal.

### I. Inventory of Proposal Components

- |                               |                                   |
|-------------------------------|-----------------------------------|
| _____ Cover sheet complete    | _____ 501(c)3 letter              |
| _____ Serves target community | _____ Board of Directors list     |
| _____ Narrative complete      | _____ Non-discrimination policy   |
| _____ Program/project budget  | _____ Staff resumes               |
| _____ Operating budget        | _____ Top 10 donors               |
| _____ Audit                   | _____ Brochure or other materials |
| _____ Form 990                | _____ Annual report (optional)    |

Application Complete \_\_\_\_\_ yes \_\_\_\_\_ no

Partnership \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, list organizations: \_\_\_\_\_

### II. Organizational Strength

1. Does the organization provide evidence of financial health and stability?  
(Evidence includes modest budget surpluses, sound operating budget, 990.)

Poor financial health    1   2   3   4   5    Strong financial health    \_\_\_\_\_  
No evidence

2. Does the organization demonstrate strong ties to the community?

Weak ties/No evidence    1   2   3   4   5    Strong ties    \_\_\_\_\_

3. Do the organizational structure and staff qualifications meet the organization's programmatic and operational needs?

Weak structure and staff    1   2   3   4   5    Strong structure and staff    \_\_\_\_\_

4. Does the organization's approach and programming reflect strategic thinking or a theory of change that is aligned with its mission and enables them to achieve impact?

Weak programming    1   2   3   4   5    Strong programming    \_\_\_\_\_

Applicant \_\_\_\_\_ Amount requested \_\_\_\_\_ Points \_\_\_\_\_

III. Alignment of Project with NS4G

1. Is the proposed project aligned with the NS4G mission and grant criteria?  
(Grant criteria include: youth, violence, target communities)

Poorly aligned 1 2 3 4 5 Strongly aligned \_\_\_\_\_

2. Will the organization be able to leverage this small, one-time gift to make a real difference in its ability to achieve impact?

Poor leverage 1 2 3 4 5 Significant leverage \_\_\_\_\_

3. Has the organization justified the amount and purpose of the request for funding with a comprehensive, realistic, documented, annotated budget?

Poor justification 1 2 3 4 5 Strong justification \_\_\_\_\_

IV. Strengthen of Project

1. Does the project demonstrate clarity of purpose?

Unclear purpose 1 2 3 4 5 Clear purpose \_\_\_\_\_

2. Is the project well-designed?

Weak project design 1 2 3 4 5 Strong project design \_\_\_\_\_

3. Does this project demonstrate potential to achieve real impact in the community?

Weak potential 1 2 3 4 5 Strong potential \_\_\_\_\_

4. Is the project (or organization) sustainable enough (financially and organizationally) to make good use of our grant?

Weak sustainability 1 2 3 4 5 Strong sustainability \_\_\_\_\_

5. Does the organization have an evaluation strategy for this project?

Weak evaluation 1 2 3 4 5 Strong evaluation \_\_\_\_\_

Applicant \_\_\_\_\_ Amount requested \_\_\_\_\_ Points \_\_\_\_\_

V. Discretionary Assessment. (Note all pertinent information on partial funding, site visits, relationship with Northeastern, awards, outstanding accomplishments, etc.)

1. Does this project deserve extra credit or demerits? \_\_\_\_\_

-5 -4 -3 -2 -1 0 1 2 3 4 5

**TOTAL POINTS** \_\_\_\_\_

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### ADDITIONAL NOTES

Please include any additional notes, observations, or comments relevant to this application. Be sure to address whether, if we are unable to fully fund this project, a partial award will achieve impact and/or be supplemented by other income.