

**WORKSHEET**  
**Proposal Checklist and Evaluation Form**

This worksheet can assist the proposal writer in the preparation and improvement of a complete proposal. A similar form may be used by the proposal evaluator to assess the merit of a grant application. Yes/ No answers indicate whether or not an item is included. The numerical rating (1 is poorest, 5 is best) is for use where applicable.

**Proposal Components**  
**And Necessary Items:**

<b>Summary: Clearly and concisely summarizes the request</b>	<b>Yes</b>	<b>No</b>	<b>1-5</b>
1. Appears at the beginning of the proposal			
2. Identifies the grant applicant			
3. Includes at least one sentence on credibility			
4. Includes at least one sentence on problem			
5. Includes at least one sentence on objectives			
6. Includes at least one sentence on methods			
7. Includes total cost, funds already obtained, and amount requested in this proposal			
8. Is brief			
9. Is clear			
10. Is interesting			

**Comments on Summary:**