

COMMUNITY FOUNDATION OF THE EASTERN SHORE, INC.

Excellence in Education Grant Program

Guidelines for Committee Members in Evaluating Grant Proposals

1. Read the proposal carefully. Reread the Excellence in Education Guidelines if clarification is needed on the specific requirements of this grant program.
2. Identify and list areas of strength and areas that may require further clarification or information during your visit/telephone conversation with the school officials requesting the grant.
3. Contact the school requesting the grant and discuss the project with responsible personnel. (A personal visit may not be needed in all cases. In some instances, a telephone conversation may suffice.)
4. At the time of the interview, you will have the opportunity to gather information that will enable you to:
 - answer the questions you developed in reading the grant
 - fill in the Proposal Evaluation Form
 - add depth and breadth to your verbal presentation
5. Discuss the importance of the school's completion of a Performance Report to the Community Foundation outlining the use of the funds and success of the program, if granted.
6. Complete the Proposal Evaluation Form (attached).
7. Present the proposal(s) at the meeting of the Community Needs Committee convened to evaluate the Excellence in Education proposals.
8. Submit the completed Proposal Evaluation Form (attached) to the Program Officer at or before the Committee meeting.

Excellence in Education Grant Program Proposal Evaluation

SCHOOL REQUESTING GRANT _____

Date of Committee Meeting _____

Proposal Reviewed by: _____ **Any connection with school/program?** _____

Date of contact _____ **Type of contact: site visit/ telephone/other** _____

Person Interviewed/Position: _____

DEMOGRAPHIC INFORMATION

Number of Children To Benefit: ___

County in Which School is Located: _____

Age/Grade of Children: _____

EVALUATION OF PROPOSAL	
1. Does this project fit the Excellence in Education guidelines?	
What is the purpose of the project?	
Is the proposal realistic?	
2. Is there solid evidence that this project is needed?	
5. Is this project part of a larger plan/effort? If so, please describe.	
6. Is this need met any other way in the community? (if yes, how?)	
7. Describe plans for co-operation or co-ordination with other organizations or schools.	
8. Are there plans for when and how the results of this proposal will be evaluated?	
9. Did grantor explain the importance of the grantee submitting the evaluation on time?	
10. Are volunteers involved in the project? If so, is program well planned?	

PROJECT BUDGET	
1. What is the amount requested?	\$
2. Does the budget clearly detail how the grant funds will be spent?	
3. Are other funding sources being solicited? If yes, whom?	
4. What percentage of the budget is the Community Foundation requested to fund?	
5. If the CFES funds only a portion of the request, are they able to obtain the rest?	
6. If the Community Foundation is able to provide only a percentage of the funds requested, what would the money be used for?	
7. How will the project be funded when the grant period is completed?	
8. What will happen to the project if the Community Foundation does not provide funding?	
9. Internal Support	
A. Is the Principal/Headmaster supportive of the program?	Y/N
B. Is there evidence of support from the Board of Education/Board of Overseers?	Y/N
C. Does the school have the administrative structure to support the program?	Y/N
10. Is this truly a creative, innovative program – with replication potential – aimed at enhancing the educational experience of students?	

Additional comments about the agency, proposal or project? _____

RECOMMENDATIONS:

Should the Community Foundation fund this grant request? yes no

Dollar Amount Recommended: \$_____