



Checklist to Evaluate Your Project Plan

Criteria for Evaluating Your Plan	Yes	No
Is your project plan description clear and complete?		
Is your idea significant, unique, compelling, and actionable?		
Does your project plan include a clear summary that articulates your vision for the project and need for the money?		
Does project plan have a defined connection to the mission of the funder?		
Have you matched your answers to the grant's selection criteria?		
Does your funding plan contain a sense of urgency?		
Does your budget contain an itemization of all costs and materials?		
Are there specific, measureable goals and objective within your plan?		
Does your project plan reflect best practices for instruction and learning?		
Does your project plan expand student learning beyond what is currently available?		
Does your project plan identify the student population that is benefiting from this grant?		
Does your plan include each member's role, bio, and importance to this project?		
Have you defined success and how you will measure the effectiveness of the project within your plan?		
Have you included how the project's use can be expanded or continued without additional funding?		