

# **COMMUNITY FOUNDATION OF THE EASTERN SHORE, INC.**

## **Education Awards Grant Program**

### **Guidelines for Committee Members in Evaluating Grant Proposals**

1. Read the proposal carefully. Reread the Education Awards Grant Program 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 Education Awards Grant Program 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.

# Education Awards 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:** \_\_\_\_\_

<b>EVALUATION OF PROPOSAL</b>
1. What is the purpose of this project?
2. How will this project facilitate or enhance student learning or development?
3. What evidence is there to support the need for this project?
4. Is this project part of a larger plan/effort? If so, please describe.
5. Is this need met any other way in the community? (if yes, how?)
6. Are there plans for cooperation or coordination with other organizations or schools? Can this program be replicated in other schools (or is it based on an existing program)?
7. What is the direct and measurable impact on students? When and how will this project be evaluated?
8. Did grantor explain the importance of the grantee submitting the evaluation on time?

<b>PROJECT BUDGET</b>	
1. What is the amount requested?	\$
2. Does the budget clearly outline how the funds will be spent?	
3. Are there other sources of funding for this project? 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 are the priority budget items according to the grant applicant?	
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?	
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
9. Is this truly a creative, innovative program – with replication potential – aimed at enhancing the educational experience of students?	

Additional comments about the school, proposal or project? \_\_\_\_\_

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**RECOMMENDATIONS:**

Should the Community Foundation fund this grant request? yes no

Dollar Amount Recommended: \$\_\_\_\_\_