(Provided by the Foundation Center)

This will help you think through essential components of your proposal – when you know what the grantor is considering during its review, you can better create a proposal that will address those criteria.

Note these are not “standard” review criteria because all funders and proposals are different. It does, however, give you generic review concepts that will help you to identify what information you need to create your own proposal.

Credibility (Organizational Background)

* Establishes credibility of organization as a good investment
* Establishes role of contact person
* Establishes qualifications of agency and staff in areas of activities for which funds are requested

Need Component

* States a problem of reasonable dimension
* Supports a client need with relevant data
* Establishes the project/program’s current needs for funds

Objectives Component

* Describes measurable outcomes to be achieved
* Appears feasible in light of agency resources
* Is achievable within the time frame of the grant period

Methods Component

* Describes how objectives will be achieved
* Includes staffing, timelines and client selection
* Appears cost-effective

Evaluation Component

* Tells process for evaluating accomplishment of objectives
* Tells process for evaluating and modifying methods
* Tells who will be doing the evaluation
* Tells how data will be gathered, analyzed and reported

Future Funding Component (Sustainability)

* Tells plan for solvency after grant
* Seems probable work will continue beyond the grant period

Budget Component

* Is complete and accurate
* Seems sufficient to cover costs of methods and achieve objectives
* Indicates how grantor’s funds will be used
* Provides information on other sources of income
* Will be balanced by the addition of this grantor’s funding