

# Get Those Grants — TREC Webinar

## Grant Proposal Assessment Tool

The proposal is written and you've given it your all. Now, ask someone else to review and assess your proposal and provide feedback using this ranking tool.

### Rankings

- 4: Not Acceptable, Needs a Major Reworking
- 3: Poor
- 2: Acceptable But Not Great
- 1: Really Good: Clear and Compelling... Gold Star!

	4	3	2	1	
Generic, canned, clearly a cut-and-paste job					Written specifically for the grant-giver, clearly addresses that grantor's interests, values
Writing is rambling and verbose					Uses short, concise, vivid sentences within a clear, organized structure
Contains acronyms and abbreviations					No acronyms or abbreviations
Turgid, pompous writing, self-important tone					Communicates energy and enthusiasm for project
Statements are sweeping, undocumented and unsupportable					Statistics and statements are documented, references and sources are cited or footnoted
Contains clichés and platitudes					Avoids cliches like the plague (!)
Contains dense chunks of text, hard to find key points, unable to scan for quick comprehension					Key elements are highlighted with bullets, italics, headings, and if possible, photos, charts or graphics
Written in passive voice					Written in active voice
Poor grammar, misspellings, typos					Correct grammar and spelling, no typos
Jargon filled					Jargon free
Filled with padding words (e.g. <i>very, operationalize, sustainable</i> )					Uses spare, concrete, specific language

	4	3	2	1	
Assumes the reader has extensive knowledge of the subject					Assumes the reader is not familiar with the subject and provides necessary context
Visuals are impossible to interpret within 5 seconds					Visuals easy to understand
Boring to read					Interesting to read
Fails to convey action and enthusiasm					Makes reader care about your project and want to back it
Written in a tentative tone: <i>We could...</i>					Written in a positive tone: <i>We will...</i>
Title states activity only					Title states the main benefit or impact of the project
Proposal lacks an explanation of the need					Proposal clearly explains a compelling problem or need
Project objectives are vague and not measurable					Project objectives are clearly measurable
Contains objectives that are obviously unrealistic					Contain realistic objectives (given the amount asked for)
Fails to demonstrate why <u>your</u> group should do this project					Clearly qualifies why your organization has the skills and ability to succeed
Lacks solutions: methods, scope and activities are vaguely described					Contains solutions: methods, scope and activities are clear, creates a vivid mental picture
Budget numbers seem vague, poorly researched, unrealistically low or padded					Budget is clear, defensible and realistic
Project has no clear plan for evaluation					Clear plan for evaluation
Work plan is vague and lacks benchmarks					Identifies concrete benchmarks to monitor progress
Ends abruptly					Concludes with a summary that stresses the project's benefits and impact
Lacks required attachments					All attachments are included, clearly labelled