

Monitoring Projects

Grant Application Evaluation Worksheet

August 2006

Project # _____ Applicant: _____

Amount Requested from OWEB: \$ _____ *Your Name: _____

** Your written evaluation will remain confidential. However, we will collect all your evaluations at the end of the review session.*

THRESHOLD QUESTIONS (All answers must be “Yes” for the project to be eligible). In general, the application/project:

- Yes No Is complete enough to review
- Yes No Type of monitoring clearly identified.
- Yes No Copy of protocols and citation provided.

INSTRUCTIONS. The application evaluation is divided into two sections: Project Activity Criteria and Administrative and Fiscal Criteria. Write comments, as appropriate. **Assign a score for each question within the range provided in the final column, with a higher score representing a better answer.** When you’ve rated each question, add the scores for a subtotal for each section.

PROJECT INFORMATION CRITERIA (Refer to Section II for all questions below)	COMMENTS	SCORE
9. The applicant has selected the appropriate type of monitoring.		0-10
10. The parameters the applicant is proposing to measure are appropriate for the monitoring they propose.		0-10
11. The applicant is storing their information in a user-friendly format.		0-5
PROJECT ACTIVITY CRITERIA (Refer to Section III for all questions below)	COMMENTS	SCORE
M1. The application adequately describes the present situation.		0-10
M2. The application provides a detailed description of what they propose to do.		0-20
M3. The applicant has described the monitoring objectives and tied them to watershed restoration objectives.		0-15
M4. The applicant had provided an appropriate protocol and the citation they propose to use.		0-15
M5. The applicant has provided a description of how sampling locations were chosen.		0-15
M6. The information to be collected augments existing data.		0-10
M7. The project has a well-defined QA/QC plan.		0-20
M8. The applicant has plans to share their data with groups other than OWEB.		0-10

PROJECT ACTIVITY CRITERIA (Refer to Section III for all questions below)	COMMENTS	SCORE
M9. The project schedule is realistic.		0-5
M10. The applicant has a viable plan for determining project success.		0-5
M11. Project location has been adequately described.		0-10
ADMIN & FISCAL CRITERIA	COMMENTS	SCORE
1. The budget (a) shows sufficient detail for all categories, and (b) unit quantities and costs appear to be reasonable, appropriate, and consistent with local market rates. (Budget Page and Sec. III, #M3)		(a) 0-10 (b) 0-20
2. (a) Personnel and (b) fiscal administrative costs are reasonable. (Budget Page and Sec. III, #M3)		(a) 0-10 (b) 0-10
3. The project has appropriate levels of involvement and support from the right parties and partners. (Sec. II, #4)		0-10
4. The applicant has <i>sought</i> at least 25% match (Match Form).		0-10
5. Based on any experience or information you may have, the applicant's past performance indicates the likelihood that the project will be completed as proposed.		0-20
TOTAL		0-250

SCORING GUIDE

- 200 - 250 = High (Fund)
- 149 - 199 = Medium High (Generally a Fund)
- 98 - 148 = Medium (Possibly a Fund)
- 47 - 97 = Medium Low (Generally a No Fund)
- 0 - 46 = Low (No Fund)

OVERALL EVALUATION (Describe the MAIN strengths and weaknesses of the proposal, and include any recommendations for funding with conditions):
