

Special Projects Faculty/Staff Grant Evaluation Form

Name: _____ Initials of Reviewer: _____

*Please note that more points are available for "innovation" and "benefits and outcomes."
Maximum points should be awarded only when a project is outstanding in a particular area.*

Section	Possible Points	Points	Comments
<p>1. Problem Statement: Does the project respond to an identified problem, need, or challenge facing the college or our students? Is there evidence that this need exists? Higher points for projects that relate to college's strategic goals.</p>	(3)		
<p>2. Activities: Will these activities produce the expected benefits/outcomes? Are they feasible for the timeline and budget allowed?</p>	(3)		
<p>3. Innovation: Does the project utilize a new or unique approach that is not a routine solution? Does it involve new partnerships or thinking outside the box? Higher points should be given for innovative, creative projects.</p>	(5)		
<p>4. Benefits & Outcomes: How will this project positively contribute to the college's vision, mission or strategic plan? Are outcomes or goals clearly described? Higher points may be given for projects that have greater impact on students.</p>	(5)		
<p>5. Future Support: What impact will this project have beyond this funding? Could the project develop into a proposal for external funds? How will it be sustained beyond this grant period? Higher points for projects that can have broader impact and sustainability.</p>	(2)		
<p>6. Budget: Are requested expenses reasonable and necessary? Do these expenses fall beyond the college's operational budget (deduct points if items can be purchased through college budget or other funds). If stipend is requested, does it include activities that are beyond the normal workload of applicant? A smaller budget can be recommended, if needed.</p>	(2)		
Total	(20)		