



**CITIZEN
DIPLOMACY
ACTION FUND**
for U.S. Alumni

Citizen Diplomacy Action Fund for U.S. Exchange Alumni Guiding Questions for Reviewing Proposals

The questions below are guidelines that you can consider when reviewing and scoring the proposals. These are not requirements that the proposals must adhere to or fulfill. Many of the applicants may be first-time grant seekers. Please provide constructive feedback.

Scoring Legend

| 0-2 = Poor | 3-4 = Needs Improvement | 5-6 = Fair | 7-8 = Good | 9-10 = Excellent |

Project Narrative

Project Description

- How well does the project describe the challenge it will address and its proposed solution(s)?
- Does the project have innovative ideas and a unique approach to community-based solutions?
- Does the target audience include specific demographic information and the number of people the project will reach?
- Is there support for diversity and inclusion? In other words, how does the proposed project reach and include participants representing persons with disabilities, geographic, ethnic, racial, socio-economic, and religious diversity?
- How feasible is the desired impact?

Project Team and Collaborators

Describes capacity of partner institutions to carry out the proposed project

- Are the team and proposed collaborators composed of committed stakeholders and community leaders?
- Does the proposal identify who will be responsible for project implementation and reporting?
- Did the proposal identify specific names of contacts from organizations, businesses, and/or institutions that will collaborate with the team to carry out the project?
- Does the proposal describe how each of these stakeholders will be involved?

Project Implementation

Explains how the applicants propose to implement, monitor, and sustain the project's impact

- Are the steps logical, organized, and concrete?
- Are the objectives clear and measurable?
- Are the methods and/or tools to measure progress specific enough to effectively measure output, outcome, and desired impact?
- Will the communications plan effectively raise awareness of the project to a broader audience?
- Is the project sustainable and likely to continue having an impact after the conclusion of the grant period?
- Is the health and safety plan specific, detailed, and effective at limiting exposure to and the transmission of the novel coronavirus?

Project Budget

Budget and Budget Narrative

Provides cost estimates for the management of the program

- Is the budget linked to the objectives, activities, and outputs reflected in the Project Narrative?
- Does the budget demonstrate effective and realistic costs?
- Is the budget detailed and easy to comprehend?
- Does the budget clearly distinguish between grant costs and cost-share?
- Is the proposal realistic and cost-efficient for the scope of impact envisioned?
- Are the grant funds allocated to a variety of activities/items?
- Does the budget narrative effectively describe the activities and their programmatic relevance?
- Does the budget narrative clearly show how the costs were determined?