



Planning Grant Review Worksheet

Thank you very much for your interest and participation in our AmeriCorps funding process. Reviewers are able to utilize the expertise of their field, critical thinking skills, and an outside view. We appreciate your complete and in-depth critique of the application using the application and the review worksheet below. Reviewers must have their scores and be prepared to comment on the application and to accept or deny funding, by our conference call on _____, and prepare recommendations for the Commissioners.

- 1. Competitive Application:**
- 2. Planning Grant Review Worksheet**
- 3. Conflict of Interest Form:** In order to ensure an impartial critique, reviewers are not permitted to review applications from individuals or organizations with whom you have been connected as outlined in the Conflict of Interest and Privacy Statement provided to you. Any reviewer with a conflict of interest is excused from the presentation, discussion and voting on that application.
- 4. Additional Important Materials:** In addition to the documents above, please review the documents called "Sentence Starts," "Reviewers Handbook," "Taproot In-kind Worksheet," and "In-kind Voucher."

If you are missing or misplace any of these documents, please contact us at any time:
307-234-3428/ACProgram@servewyoming.org.

Program Design: 25 POINTS	
<i>To what degree does the applicant demonstrate how the AmeriCorps program might be well-suited to solving the identified community problem.</i>	Score
NEED <ul style="list-style-type: none"> • The community problem is prevalent and severe in communities where the program plans to serve and the problem has been documented with relevant data. 	0-15
COMMENTS ON NEED:	

<p>PLANNING PROCESS/TIMELINE: 10 POINTS</p> <p>The applicant describes a clear and logical planning process, including:</p> <ul style="list-style-type: none"> • A detailed description of the planning process and who is leading it. • A well-developed timeline for planning activities. • A clear description of how the planning period will be used to develop the necessary components to effectively manage an AmeriCorps program in the future. <p>The applicant includes development of the following program elements in the planning process/timeline:</p> <ul style="list-style-type: none"> • Theory of Change/Logic Model that describes implementation of the evidence-based intervention with fidelity and why the proposed intervention is expected to produce the proposed outcomes • Member selection and training plan • Member supervision plan • Commitment to AmeriCorps Identity • Compliance and Accountability • Securing Match Support for the Program <p>The applicant includes development of the following evaluation elements in the planning process/timeline:</p> <ul style="list-style-type: none"> • Assessing fidelity to the evidence-based intervention being replicated, including a detailed accounting of which core components were modified as a result of integrating AmeriCorps members, how they were modified, and which core components were implemented with fidelity without adaptation • Assessing outcomes achieved in previous evaluations of the evidence-based intervention • Assessing any new outcomes anticipated as a result of integrating AmeriCorps members into the evidence-based intervention 	0-10
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<p>COMMENTS ON PLANNING PROCESS/TIMELINE:</p>	
<p>TOTAL SCORE for PROGRAM DESIGN (MAXIMUM= 25)</p>	

<p>ORGANIZATIONAL CAPACITY: 25 POINTS <i>Assess the extent to which the applicant demonstrates organizational background, staffing, sustainability, compliance and accountability.</i></p> <ul style="list-style-type: none"> • The applicant has the experience, staffing, and management structure to plan the proposed program. • The applicant has prior experience in the proposed area of programming. • The applicant has conducted high-quality process and outcome evaluations and has used evaluation results for organizational learning and continuous improvement 	<p>Score</p>
<p>COMMENTS ON ORGANIZATIONAL CAPACITY:</p>	

TOTAL SCORE for ORGANIZATIONAL CAPACITY (MAXIMUM= 25)
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Application Reviewed:

Reviewer Name:

Reviewer Signature and Date:

SUMMARIZE YOUR FINAL SCORES HERE:

PROGRAM DESIGN (25):	
ORGANIZATIONAL CAPACITY (25)	

OVERALL RECOMMENDATION

Please make an overall recommendation (check the box below) for the next steps for this proposal. Please ensure that your overall rating is in alignment with your analysis and comments in the worksheet sections.

Strongly Recommend for Further Review	A comprehensive and thorough proposal of exceptional merit with numerous strengths
Recommend for Further Review	A proposal that demonstrates overall competence and is worthy of support; it has some weaknesses.
Recommend for Further Review with Hesitation	A proposal with strengths and weaknesses approximately equal. However, as a whole, the weaknesses are not offset by strengths.
Do Not Recommend for Further Review	A proposal with serious shortcomings. There are numerous weaknesses and fewer strengths.

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| <input type="checkbox"/> Strongly Recommend for Further Review | (total score between 50 -45) |
| <input type="checkbox"/> Recommend for Further Review | (total score between 44 -40) |
| <input type="checkbox"/> Recommend for Further Review with Hesitation | (total score between 39 - 35) |
| <input type="checkbox"/> Do Not Recommend for Further Review | (total score 34 or below) |