

**USC Prevention Research Center & Sumter County Active Lifestyles-  
Accessibility and Outreach Committee  
Community Mini-Grant**

**Proposal Review Form**

**Organization/Agency:**

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**Project Title:** \_\_\_\_\_

**I. Need.** Why is the program needed? What is happening in your community or target population that is currently limiting opportunities for physical activity? Discuss other physical activity initiatives that you have conducted. How does this project fit with your organizational goals? (Maximum 10 points)

1. Is the need for the physical activity project identified?  
(up to 5 points) Score: \_\_\_\_\_

2. Is the project based on identified needs? (up to 5 points) Score: \_\_\_\_\_

**II. Proposed Goals and Purpose of Project.** What are you trying to accomplish? Why do you think it will work? (Maximum 20 points)

1. Does the project create or produce a change in the physical environment of the community that will enable people to be more active? (up to 5 points) Score: \_\_\_\_\_

2. Will the project be open and available for use by the public? (up to 5 points) **Note:** Some groups may serve a specific subpopulation. This is fine, as long as there is no discrimination. Score: \_\_\_\_\_

3. Do the goals and purpose adequately reflect the desired outcomes to the identified needs in the proposal? (up to 10 points) Score: \_\_\_\_\_

**III. Proposed Activities.** Who is the target group you are addressing? What will you do and how will you do it? (Maximum 15 points)

1. Do the activities answer the questions of who, what, when, where and how? (up to 5 points) Score: \_\_\_\_\_

2. Are specific, feasible activities provided for the goals and purpose? (up to 5 points) Score: \_\_\_\_\_

3. Does the applicant make the case that his or her community is indeed underserved? [INSERT DEFINITION OF UNDERSERVED] (up to 5 points) Score: \_\_\_\_\_

**IV. Alignment with Sumter County Active Lifestyles goals.** How is your program consistent with Sumter County Active Lifestyles goals? How will this fit with other coalition activities? (Maximum 5 points)

1. Does the project adequately reflect some of the goals of Sumter County Active Lifestyles? Score: \_\_\_\_\_

**V. Evaluation Plan.** Evaluation is designed to strengthen a project as well as to determine success or failure of its efforts. (Maximum 10 points)

1. Are strategies listed to monitor progress of the project? (up to 5 points) Score: \_\_\_\_\_

2. Is the evaluation plan feasible for the proposed activities? (up to 5 points) Score: \_\_\_\_\_

**VI. Evidence of Community Initiative, Collaboration and Capacity Building.** A priority focus of the coalition is to mobilize the community to work proactively to increase physical activity. (Maximum 10 points)

1. Does the proposal show evidence of coordinating with existing community programs, activities and agencies? (up to 5 points) Score: \_\_\_\_\_

2. Does the proposal show evidence of building the capacity of the community? (up to 5 points) Score: \_\_\_\_\_

**VII. Quality.** Although it is not expected that these proposals will necessarily be of professional or research quality, it is expected that the proposal will be written in a clear and concise manner. (Maximum 20 points)

1. Is the plan written clearly and concisely? (up to 5 points) Score: \_\_\_\_\_
2. Is the plan clearly developed (i.e. prioritized needs lead to goals/purpose, which leads to implementation)? (up to 5 points) Score: \_\_\_\_\_
3. Is the plan feasible? (i.e., activities can be implemented by the group working with a limited budget) (up to 10 points) Score: \_\_\_\_\_

**VIII. Budget Plan.** The budget should be detailed and realistic for the proposed activities. (Maximum 10 points)

1. Is a line item budget and justification provided that outlines expenditures for the activities? (up to 5 points) Score: \_\_\_\_\_
2. Is the budget realistic for the proposed activities? (up to 5 points) Score: \_\_\_\_\_

Total Score (Maximum 100): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please continue on next page.

**We have promised applicants that they will receive feedback that may be useful to them as they develop their proposal writing skills. Therefore, we ask that you provide written comments suitable for giving to the applicant. Please give constructive, encouraging comments that can be given to them (without reviewer identification). Thank you.**

Name of applicant organization\_\_\_\_\_

What are the strengths of this proposal?

What are the weaknesses of this proposal?

Additional Comments:

Please provide any additional feedback that may be helpful in their future endeavors, in implementing this project, or in revising the application if it is not funded.