

VDC PROPOSAL CHECKLIST - Vision, Design, Capacity



Vision

Elements of Change must be CLEARLY and CONSISTENTLY DEFINED and COMMUNICATED.

Relate all Proposals to the agency's Mission Statement.

Each Proposal must resolve or address **Concrete Needs** within the selected environment.

The **IMPACTS** of a Proposal must be valued by the funder.

Consumers/Participants should also understand how any Proposal works in their interest.

Specifically address and name the proposed areas of change.

Grant Reviewers are NOT required to 'be imaginative', 'fill-in-the-blanks', or 'guess what was meant.'

OUTCOMES are the end result of intentional activities.

Design

Program Activities must be explained sequentially, over time to implement fulfillment of the proposed Vision for Change.

Communicates the fine points of service delivery and methodology. Specifies roles/schedules of community partners, provider agencies.

The Design details the process to implement the proposal, linking the audience(s), strategic partners, activities and objectives with the intended outcomes.

Ensure the Final Product is comprehensive, concise and carefully answers each question in the application.

Capacity

Ability of the Organization to successfully complete proposal activities.

Utilizes appropriate measures to define success.

Accurately captures and provides evidence of CHANGE as a result of their activities.

Agency strengths are reiterated, illustrated and defined.

Characteristics of Technical Writing... Proposals Need to be

- Clear** is easily understood by the intended audience without ambiguities.
- Accurate** is factual, correct, free from bias.
- Correct** follows both grammatical and technical conventions.

- Comprehensive** contains all necessary and requested information.
- Concise** is clear and complete without excess words or being redundant.
- Accessible** includes headings and subheads, indexes, and table of contents.

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	Vision	Design	Capacity
Parts of a Grant	<ul style="list-style-type: none"> Cover Letter/Letter of Intent. Abstract. Mission Statement. Program Narrative. 	<ul style="list-style-type: none"> Program Description. Evaluation Methodology. Attachments 	<ul style="list-style-type: none"> Organizational Summary. Evaluation Methodology. Budgets & Fiscal Responses.
Traditional Logic Model	Outcomes, Impacts	Activities, Outputs	Inputs
Review Your Application	<p>Read Proposal Sections Aloud and Backwards</p> <p>Any time your text is awkward or confusing, or you constantly pause to reread the text, revise the section. If its awkward during your review, its likely to confuse Grant Reviewers and Funders.</p> <p>Backwards for missing words and grammar check.</p>	<p>Examine Individual Paragraphs</p> <p>Examine the overall construction of your paragraphs. Look at length, supporting sentence(s), and focus of each topic/beginning sentence.</p> <p>Edit paragraphs containing insufficient supporting data as well as sentences containing unproven or under-developed passages.</p>	<ol style="list-style-type: none"> 1. What does the AGENCY need to know, or understand, or provide, or decide? 2. Do Program Managers need to develop new protocols? 3. What will the evaluations, outcomes and measurements mean to anyone? 4. Does the copier need servicing? 5. Was a checklist constructed, followed, and completed?

Traditional Logic Model

Inputs	Activities	Outputs	Outcomes	Impacts
<p>Existing Resources</p> <p>Money. Staff. Volunteers. Supplies.</p>	<p>Proposed Services</p> <p>Training. Education. Counseling.</p>	<p>Products to be Counted</p> <p>Number of Classes. Hours of Service. Clients Served.</p>	<p>Intended Benefits</p> <p>New knowledge. Increased skills. Changed behaviors. New employment</p>	<p>That Which Happens Over Time</p> <p>Long Term. Short Term. Lasting Results.</p>