



Assessment & evaluation checklist

Name of applicant		For office use
Project name		
Eligibility	Does organisation appear to be eligible? (representative, not for profit, values, etc)	
Assessment of proposal	Understanding of current position	
	Clarity of desired outcome	
	Likely impact on beneficiaries	
	Fit with Economic Recovery Strategy	
	Relevance to BAF's objectives	
	Clarity & relevance of target audience	
	Likelihood of success	
Recommendation	Need for technical assistance to prepare detailed application?	
	Recommendation	

Work plan & methodology	Has application been completed fully and clearly?
	Does the proposal fit into one or more of the stages of the 5 Step Advocacy Process?
	Is implementation plan clear & feasible?
	Does the plan & activities reflect the analysis of the issues?
	Is staffing appropriate?
	Is timetable realistic?
	Are there achievable milestones?
Management competence	Leadership of board/ CEO?
	Is management competent?
	Does applicant have capacity (staff, equipment, etc) to take on project?
	Expertise of assigned staff (including third parties)?
	Does applicant have the necessary absorption capacity?
	Level of financial control
Budget & cost effectiveness	Does budget look necessary & reasonable?
	Ratio of costs to potential benefits?
Recommendation	Overall recommendation on whether to support
	Recommendation on budget adjustment
	Recommendation for capacity building