

ITQ Grant Program Proposal Evaluation Instrument

Program ID: _____

Amount Requested: _____

Program Name: _____

Total Score: _____

Demonstrated Need - 15 points

Reviewer score: _____

- There is a description of how specific needs were determined.
- There is evidence that proposed activities address documented, real needs of participants with an emphasis on participants from high need, low performing schools.
- Content area is clearly identified.
- Project includes school district that meets both parts of the high-need definition.

Comments: _____

Meaningful Partnership - 10 points

Reviewer score: _____

- There is evidence of active involvement from all required partners in planning and implementation
 - Local Education Agency
 - School/Department of Education
 - College of Arts and Sciences
- The planning process is clearly described and documented.
- Partnership Agreements are provided for each partner and clearly indicate that partner's role and commitment.
- Additional letters of support are provided.
- Services are offered on an equitable basis to public and private school teachers.

Comments: _____

Project Goals and Objectives - 15 points

Reviewer score: _____

- The number of teachers to be served is identified and represents a critical mass in relation to funding.
- Strong academic content as well as pedagogical elements are present.
- Goals and objectives are clearly identified and are linked to demonstrated needs.
- Activities are tied to challenging state content standards and challenging student performance standards.
- Appropriate Content Standards and Objective (CSOs) are identified.
- Integrated into systemic reform efforts of the state, school district, and individual school.

Comments: _____

Plan of Operation - 15 points

Reviewer score: _____

- There is evidence that proposed activities are research based, reflective of effective professional development and will have a demonstrable impact on student achievement and teacher distribution.
- Activities are appropriate to the need of the intended recipients.
- Recruitment plan ensures participation by high need, low performing schools.
- Activities reflect goals and objectives.
- If graduate credit is awarded, an appropriate course syllabus is provided.
- The proposal includes a schedule of activities, including a timeline.

Comments: _____

Sustainability - 10 points

Reviewer score: _____

- Activity is sufficiently sustained, intensive, and of high quality to have lasting and positive effect on teachers' classroom performance.
- There is evidence of multiple follow-up sessions.

Comments: _____

Capacity - 10 points

Reviewer score: _____

- The role of each key personnel is clearly described.

- Key personnel have appropriate credentials as evidenced in vitae included in the proposal.
- The size of the staff and the amount of time devoted to the project is appropriate for the activities planned.

Comments: _____

Budget - 10 points

Reviewer score: _____

- The budget reflects all funding sources (cash and in-kind) and clearly indicates how each activity is funded.
- Budget line items are adequately explained in a budget narrative.
- There is an adequate financial commitment from LEAs, beyond an in-kind contribution.
- The proposed funding request is within the \$75,000 limit (unless the project impacts a large number of LEAs and involves a significant number of teachers).
- Budget costs are reasonable and adequate to the project objectives and design.
- The budget appears to meet the requirement that no single partner will “use” more than 50% of the grant funds.
- Budget line items are within parameters established in the RFP.

Comments: _____

Evaluation - 15 points

Reviewer score: _____

- The proposal describes, in detail, the evaluation plan for assessing the project.
- The evaluation plan includes measurable targets.
- The evaluation plan provides for a means to assess increases in teachers’ content knowledge and practices, classroom instruction and student performance.
- Classroom visitations are included.
- The evaluation plan is objective and adequately measures achievement of goals and effectiveness of activities.

Comments: _____
