

Section 3.1 Activity

Activity 3.1 Have You Met the Funding Evaluation Criteria?

Use the Common Funding Application Evaluation Criteria Checklist below to assess previous and current funding applications. Identify the areas which need improvement and the areas in which you performed well.

Have you ever received feedback on a funding application?

YES NO

If yes, write it here.

If relevant, have you addressed the feedback received in your current application?

YES NO

Discuss strategies to improve your funding applications with your funding development team (see [Funding Development Team \(p95\)](#)).

If you are developing a proposal for a current funding round, check the funding application guidelines to find out how applications will be evaluated.

You may want to construct a checklist prior to submitting your application (see [Activity 6.1.1 Develop a Checklist \(p135\)](#)).

Common Funding Application Evaluation Criteria	YES	NO
Is your application, clear, concise and easy to read?		
Is information presented in a logical manner, accurate, and grammatically correct?		
Is your application presented in a confident, interesting, enthusiastic and original manner?		

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Activity 3.1 Have You Met the Funding Evaluation Criteria? (cont.)

The Identified Need	YES	NO
Does your application:		
<ul style="list-style-type: none"> ➤ Outline the urgency or scale of the identified problem? 		
<ul style="list-style-type: none"> ➤ Identify what will happen if the problem is not addressed? 		
<ul style="list-style-type: none"> ➤ Propose an appropriate solution which responds directly to the identified problem? 		
Your Proposed Plan		
Does your proposal meet the funder's specifications (if any)?		
Do the objectives of your proposal align with the funder's goals and priorities?		
Does your proposal address the funder's questions?		
Does your proposal clearly explain:		
<ul style="list-style-type: none"> ➤ What work/activities you will do? 		
<ul style="list-style-type: none"> ➤ When the work/activities will be completed? 		
<ul style="list-style-type: none"> ➤ The concept and evidence-base underpinning it? 		
<ul style="list-style-type: none"> ➤ What resources you will need to undertake the activities and work? 		
<ul style="list-style-type: none"> ➤ What the anticipated results/key performance indicators and potential benefits will be? 		

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Activity 3.1 Have You Met the Funding Evaluation Criteria? (cont.)

	YES	NO
<p>➤ How you will measure the results?</p> <p>Does your proposed plan have scientific, theoretical or technical merit?</p> <p>Is your proposal novel and innovative?</p> <p>Does your proposal complement similar programs/services?</p>		
<p>Organisational Expertise</p> <p>Is your organisation's capacity to conduct the proposed work clearly outlined? Have you:</p>		
<p>➤ Described your organisation's capacity to provide the necessary infrastructure including your existing resources?</p>		
<p>➤ Outlined the expertise, qualifications, roles of key personnel and time allocated to the team involved in delivering your proposal?</p>		
<p>➤ Highlighted strategies to identify and minimise potential problem areas and associated risks?</p>		
<p>Is your organisation's track record clearly explained? Have you:</p>		
<p>➤ Highlighted your organisation's experience in delivering effective, efficient, and appropriate services in a timely manner and within budget?</p>		
<p>➤ Demonstrated your organisation's experience in collaborating with complementary services to enhance program and/or service effectiveness?</p>		
<p>➤ Demonstrated your organisation's capacity to undertake the proposed work by highlighting its previous success in delivering similar proposals and noting the outcomes?</p>		

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Activity 3.1 Have You Met the Funding Evaluation Criteria? (cont.)

Budget	YES	NO
Have you included an accurate, reasonable and cost-effective budget?		
Are the estimated costs appropriate, proportionate and justified?		
Have you itemised individual costs?		
Have you provided clear justifications for staff allocations, equipment, and travel costs?		
Have you indicated whether the budget is GST inclusive or exclusive?		
Have you provided an estimate for in-kind costs?		