

Project Assessment Form Sample

The **project assessment form sample** provides a structured template to evaluate grant applications effectively. It ensures comprehensive review by capturing essential project details, objectives, and expected outcomes. Using this form helps maintain consistency and fairness in the grant selection process.

Section 1: Project Information

| | |
|------------------------------|----------------------|
| Project Title: | <input type="text"/> |
| Applicant/Organization Name: | <input type="text"/> |
| Contact Email/Phone: | <input type="text"/> |
| Requested Grant Amount: | <input type="text"/> |

Section 2: Project Description & Objectives

| |
|----------------------------------|
| Brief Description of the Project |
| <input type="text"/> |
| Project Objectives |
| <input type="text"/> |
| Expected Outcomes |
| <input type="text"/> |

Section 3: Assessment Criteria

| Criteria | Description | Score (1-5) | Assessor Comments |
|-------------|---|----------------------|----------------------|
| Relevance | Does the project align with the grant's goals and priorities? | <input type="text"/> | <input type="text"/> |
| Impact | What is the potential impact of the project outcomes? | <input type="text"/> | <input type="text"/> |
| Feasibility | Is the project plan realistic and achievable? | <input type="text"/> | <input type="text"/> |
| Innovation | Does the project offer innovative solutions or approaches? | <input type="text"/> | <input type="text"/> |

| | | | |
|--------|---|----------------------|-------------|
| Budget | Is the budget reasonable and clearly justified? | <input type="text"/> | <div></div> |
|--------|---|----------------------|-------------|

Section 4: Overall Evaluation

| | |
|---------------------------------------|---|
| Total Score (out of 25): | <input type="text"/> |
| General Comments and Recommendations: | <div></div> |
| Recommendation | <input type="radio"/> Approve <input type="radio"/> Revise <input type="radio"/> Reject |

Assessor Name: Date:

Submit Assessment