

Project Evaluation Form

Purpose

To evaluate projects by a set of consistently used conditions that are intended to help us measure how well a proposed project meets conditions that help us fulfill our mission and meet our goals.

Directions

Based on the information in the Project Request Form, please assign two factors to each condition.

1. In the **Weight** column, select a value based on how important you think this condition is in terms of helping RC&D meet its mission and goals. The scale is from 1 to 5, as shown below.
2. In the **Score** column, please identify the extent to which you think this project satisfies the condition. The scale is from 1 to 5, as shown in the key below.
3. Write the value you selected as a Score in the **Total Score** - this is the score you've assigned for the condition for this project. It does not take into consideration yet the weight of the condition.
4. Multiply the value in the **Weight** column by the value in the **Total Score** column, and enter the result in the **Weighted Score** column.
5. Add all the values in the Weighted Score column, and write the total in **the Total Weighted Score** space. This is the score for the project request.

Key - Weight Column

1	2	3	4	5
Not Applicable	Somewhat important	Important	Very important	Critical to success

Key - Score Column

1	2	3	4	5
Does not address the condition	Addresses the condition somewhat	Meets the condition	Meets and slightly exceeds the condition	Exceeds the condition

Possible Weighted Scores

Both Conditions above apply	Both Conditions above apply	Both Conditions above apply	Both Conditions above apply	Both Conditions above apply
13	52	117	208	325

Project Evaluation Form

Proposal Name _____

Date of Review _____

Condition	Weight (1-5)	Score (1 - 5)	Total Score	Weighted Score
Improves balance of projects across counties		1 2 3 4 5		
Improves balance of projects between rural & urban topics		1 2 3 4 5		
Project Viability: <ul style="list-style-type: none"> • Complements an existing project • Is a component of an existing project • Constitutes a new project 		1 2 3 4 5		
Local Participation: <ul style="list-style-type: none"> • Local participation must be organized • Active local participation is available 		1 2 3 4 5		
Extent of Service Needed: <ul style="list-style-type: none"> • One-time only request • Needs assistance of 1-2 members & Coordinator • Project needs broad participation of RCD council and Coordinator 		1 2 3 4 5		
Project Life: <ul style="list-style-type: none"> • Project can be finished in less than 6 months • Project may be ongoing up to 1 year • Project may extend beyond 1 year 		1 2 3 4 5		
Project Funding: <ul style="list-style-type: none"> • No funding or funding resources are in place • Some funding in place, project needs assistance • Funding is in place 		1 2 3 4 5		
Sponsor Interest: <ul style="list-style-type: none"> • Project does not address topic of interest to an RC&D sponsor • Project addresses topic of interest to an RC&D sponsor • Project addresses topic of interest to more than one RC&D Sponsor 		1 2 3 4 5		
Project has an RC&D council member willing to sponsor and champion		1 2 3 4 5		
Extent of Project: <ul style="list-style-type: none"> • Project adds to economic viability of agriculture in local area only • Project adds to economic viability of agriculture regionally • Project adds to economic viability of agriculture across the state 		1 2 3 4 5		
Project would be useful as a model for other areas if replicated		1 2 3 4 5		
Project enhances agriculture initiative		1 2 3 4 5		
An existing model can be used to work on this project		1 2 3 4 5		

Total Weighted Score: _____