

RFSP Think Like a Reviewer!

Project Narrative Review Criteria Checklist

Use these guided questions to make sure you have addressed the Review Criteria listed in section 6.2 of the [RFSP NOFO](#) in your application. Include the information described in the checklist below. Reviewers will score your applications based only on the information clearly proved in the project narrative. If information is not explicitly stated or described in your application, it will not be assumed.

Alignment and Intent – 25 Points

Did you:

- ☐ Identify specific local or regional food system issues, describe project objectives and explain how your project will address them?
 - ☐ Demonstrate a strong history of collaboration or provide detailed and clear plan on how your partners will coordinate roles, responsibilities, and decision making in this project?
 - ☐ Describe where the project is happening and why it needs to be there?
 - ☐ Explain why it is better for the partners to work together instead of alone to improve the local or regional food system?
 - ☐ Identify who will benefit from the project and how each partner will work to create these benefits?
(*Not required for planning or feasibility projects*)
 - ☐ Follow the instructions and requirements in the NOFO (\$4.0–\$5.0) and Project Narrative Template?
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Technical Merit – 25 Points

Did you:

- ☐ Describe the specific technical expertise and resources each partner brings to the project for development, implementation and/or management?
 - ☐ Include a work plan with clear goals, objectives, and a system for how partners will work together?
 - ☐ Present a detailed and realistic schedule with clearly defined milestone and timelines for the project activities?
 - ☐ Describe anticipated challenges to achieving project goals and working with partners and explain how you plan to address those challenges?
 - ☐ Incorporate lessons you've learned from previously working with these partners? (if applicable)
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Achievability – 15 Points

Did you:

- ☐ Include at least one clear, measurable outcome supported by appropriate indicators?
- ☐ Include target numbers for at least one outcome and at least one indicator and explain how target numbers for Outcome and Indicator(s) were decided?
- ☐ Describe a monitoring and evaluation plan that includes how data will be collected, analyzed, and used to assess and measure project results?

- ☐ Explain your plan for distributing the project's results?
 - ☐ Show how the partnership will continue without grant funds once the grant period is over?
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Expertise and Partners – 25 Points

Did you:

- ☐ Include signed [Letters of Commitment](#) from all project partners and collaborators that clearly define each partner roles, responsibility, and level of contribution to the project?
 - ☐ Identify key staff responsible for managing the projects and describe their roles and responsibilities?
 - ☐ Provide names, job titles, and relevant work experience of all project team staff?
 - ☐ Describe the specific role of each partner in achieving project goals and outcomes?
 - ☐ Describe how project beneficiaries will be engaged as active participants and how they would contribute to project success?
 - ☐ Describe coordination, communication, data sharing and reporting plans for the project partnership?
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Fiscal Plan and Resources – 10 Points

Did you:

- ☐ Provide a clear and detailed description for each budget line item?
 - ☐ Demonstrate how the budget is reasonable and consistent with the size and scope of the project?
 - ☐ Clearly link each budget items to specific project activities described in the project narrative?
 - ☐ Clearly describe how partner resources committed as cost sharing funds will be used? (cash/in-kind)
 - ☐ Include signed [Letter\(s\) of Verification of Cost Sharing Funds](#) to show that cost-sharing funds or in-kind contributions are available?
 - ☐ Budget for travel expenses for at least one Key Staff member to attend the AMS Coordinator Meeting (estimated to be around \$1,700 per person)?
 - ☐ Make sure the responses to question 8 and 9 in the [Project Narrative Form Template](#) match your budget summary table?
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Additional Check: Form Requirements

Did you:

- ☐ Use the [Project Narrative Form Template](#)?
- ☐ Use 11-point font, type and single space your project narrative and not exceed the page limit **Fifteen (15)** 8.5 x 11 pages (excluding existing Project Narrative form content)
- ☐ Convert your project narrative to a PDF to submit to Grants.gov? (Handwritten applications or applications in MS Word will not be accepted).