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## Evaluation Planning Template

Private and public funders are increasingly requiring that grant applicants include a well-constructed evaluation plan as part of a grant application. Demonstrating well-planned evaluation contributes to a winning proposal. As a first step, this template can help you identify some of the key evaluation-specific questions to consider as you begin writing your grant application, answering a request for proposal (RFP), or even considering an evaluation of an existing program.

Grant Title \_\_\_\_\_  
Funding Source \_\_\_\_\_  
Grant Duration \_\_\_\_\_

1. Does the grant/RFP require an evaluation design section?
2. Does the grant/RFP require an external evaluator (i.e., an individual or organization not affiliated with the program)?
3. Does the grant/RFP require a final summative evaluation report?
4. Does the grant/RFP require that annual funding be dependent upon program performance or evidence of program effectiveness?
5. Does the grant/RFP require a budget percentage to be spent on evaluation activities?

If yes to any of these questions, you might want to consider potential evaluation partners.

Organization	Contact Name	Email	Phone
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Below are additional specific evaluation-related questions to consider as you move forward with your planning. Please note that this list is not meant to be exhaustive but rather should be considered a starting point for further inquiry and discussion.

- What are the goals of your program?
- What do you want to know about how well your program is operating?
- What measurable short and long-term outcomes do you expect to achieve by implementing your program?
- What data sources do you expect to use?
- What instruments or data collection systems do you already have in place and what needs to be developed?
- How equipped are you to use technology to gather, organize, or analyze data?
- Will you need to obtain Internal Review Board approval for data collection and use?
- Do you have a plan for raising awareness about the evaluation process with key stakeholders?
- How will evaluation findings be shared with the public?