

FMLFPP Think Like a Reviewer!

Project Narrative Review Criteria Checklist

Use these guided questions to confirm you have addressed the Review Criteria listed in section 6.2 of the [FMPP RFA](#) and [LFPP RFA](#) in your application. Try to include the information in the checklist below. This checklist will help you think like an application reviewer who will score your application based on the RFA Review Criteria.

Alignment and Intent – 25 Points

Did you:

- ☐ Clearly describe **what** the problem is and how you want to solve it?
 - ☐ Identify **who** will benefit from the project and how?
 - ☐ Describe **where** the project is happening and why it needs to be there?
 - ☐ Explain how local and regional food businesses benefit from your project activities?
 - ☐ Follow the instructions and requirements in the RFA and Project Narrative Template?
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Technical Merit – 25 Points

Did you:

- ☐ Include a work plan with clear objectives, activities, resources and responsible staff?
 - ☐ Present a realistic schedule for implementing project activities?
 - ☐ Show that staff and contractors have a reasonable amount of time and resources to get the project done?
 - ☐ Have measurable tasks to achieve your objectives?
 - ☐ Share about any previous funding received for similar projects and how you would incorporate lessons you've learned from previously funded projects? (if applicable).
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Achievability – 15 Points

Did you:

- ☐ Select at least one Outcome and Indicator that align with project objectives?
- ☐ Explain how target numbers for Outcome and Indicator(s) were decided?
- ☐ Define a way to evaluate and achieve each Outcome and Indicator?
- ☐ Describe expected challenges to achieving Indicators and plans to address those challenges?
- ☐ Show how the project can be adapted to other communities? (Not applicable to Turnkey projects).
- ☐ Explain your plan for how to distribute the project's results? (Not applicable to Turnkey projects).

Expertise and Partners – 20 Points

Did you:

- ☐ Include [Letters of Commitment](#) from all project partners and collaborators?
- ☐ Explain which key staff will manage the projects?
- ☐ Ensure that all key staff listed in your workplan are also listed in the Key Staff section?
- ☐ Provide names, job titles, and relevant work experience of all project team staff?
- ☐ Include a plan on how to collaborate with external project partners and contractors?
- ☐ Describe coordination, communication, data sharing and reporting plans for both the internal project team and external project partners?
- ☐ Show how the project and partnerships will continue without grant funds once the grant period is over?

Fiscal Plan and Resources – 15 Points

Did you:

- ☐ Include a clear and detailed description for each budget line item?
- ☐ Explain how the budget is consistent with the size and scope of the project?
- ☐ Explain how the budget logically relates to the project narrative?
- ☐ Show that you have the critical infrastructure to start and complete the project already? (if applicable).
- ☐ Include signed [Letter\(s\) of Verification of Cost Sharing Funds](#) to show that cost-sharing funds or in-kind contributions are available?
- ☐ Make sure the responses to question 8 and 9 in the [Project Narrative Form Template](#) match your budget summary table?

Additional Check: Form Requirements

Did you:

- ☐ Use the [Project Narrative Form Template](#) or specific Project Narrative form for Turnkey applications?
- ☐ Use 11-point font, type and single space and not exceed the page limit?
 - **Fifteen (15)** 8.5 x 11 pages (excluding existing Project Narrative form content) for Capacity Building and Community Development, Training and Technical Assistance, Planning, and Implementation projects
 - **Five (5)** 8.5 x 11 pages (excluding existing Turnkey Project Narrative form content) for both types of Turnkey Projects
- ☐ Convert your project narrative to a .pdf to submit to Grants.gov? (Handwritten applications or applications in MS Word will not be accepted).