

# 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 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:

- ☐ Identify specific local or regional food system issues and explain how your project will address them?
- ☐ Show that the partners in your project have a strong history of working together OR give a clear plan on how your partners will work together 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 RFA and Project Narrative Template?

---

### **Technical Merit – 25 Points**

Did you:

- ☐ Describe the technical 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 realistic schedule for implementing project activities?
- ☐ Describe expected challenges to achieving project goals and working with partners and present plans to address those challenges?
- ☐ Incorporate lessons you've learned from previously working with these partners? (if applicable)

---

### **Achievability – 15 Points**

Did you:

- ☐ Include at least one reasonable outcome and indicator?
- ☐ Describe a monitoring and evaluation plan to gather feedback 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?

---

## Expertise and Partners – 25 Points

Did you:

- ☐ Include [Letters of Commitment](#) from all project partners and collaborators?
- ☐ Explain which key staff will manage the projects?
- ☐ 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?
- ☐ Show how project beneficiaries will be active participants in the project?
- ☐ Describe coordination, communication, data sharing and reporting plans for the project partnership?

---

## Fiscal Plan and Resources – 10 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?
- ☐ 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?
- ☐ 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](#)?
- ☐ Use 11-point font, type and single space your project narrative and not exceed the page **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).