

## Proposal Ranking Tool

<b>Name of Organization</b>	
<b>Initiative Project Name</b>	
<b>Funding Category</b>	
<b>Amount requested</b>	\$ _____
<b>Recommended for Funding</b>	YES _____ NO _____
<b>Why?</b>	
<b>Overall Ranking</b>	

NOTE: This is an internal scoring tool. It is provided for your reference only and does not need to be included with your proposal.

## SCORING

For discussion purposes, please rank the proposed initiative based upon how well the following questions were addressed. Scoring each sections optional:

- 0 = missing information
- 1 = poor,
- 2 = satisfactory
- 3 = good
- 4 = excellent

## NEED

Score:

1. What adult learning need will you address with this initiative?
  - *Overall, how clear and compelling is the statement of need?*
  - *How strong (current and specific to the situation) is the evidence presented?*
  - *How strongly aligned are the described needs, host agency's mission and ECALA's mandate?*
  - *How well might the proposed initiative complement other programs/services in this area?*

**OUTCOMES AND EVALUATION**

Score:

2. What are the key outcomes of your initiative?
  - ***Are the outcomes clear, attainable, measurable, and relevant to the described need?***
  - ***How well do they support ECALA's \*five essentials for foundational learning opportunities?***
  
3. How will you verify progress toward these outcomes? What information or evidence will confirm how well you have met the outcomes?
  - ***How reasonable are the success criteria and evaluation process?***
  - ***How well is evaluation integrated into the project design?***
  
4. At the end of the initiative, what are your plans to build on the project success?
  - ***How clear and credible are the post-project plans?***
  - ***Do they lead toward strategic enhancements for learners and / or the community?***

\*The five essentials: holistic & learner centred, uses adult learning principles including enhancement of self-esteem / self-advocacy, integrating basic literacy and essential skills, transition pathways provided, attention to diversity and meaningful participation

**ACTIVITIES AND TIMELINES**

Score:

5. Provide a timeline of project activities: major phases, components, and start / end dates (month / year).
  - ***Is the project plan clear, feasible, and aligned with the stated objectives?***
  
6. List project staff positions: their key responsibilities, qualifications (including training and expertise in foundational adult learning). Note: ELL applications must state qualifications in ELL instruction.
  - ***Is the staff qualifies to do the work? Do they have the foundational learning expertise?***

**BUDGET**

Score:

7. Attached Budget
  - ***How complete is the budget?***
  - ***Are the amounts reasonable?***
  - ***Does the budget support all the planned activities described in the narrative?***
  - ***How appropriate are staff compensation levels and distribution of the work?***

NOTES AND COMMENTS: