

WEEB 2007 Technical Review Form

Proposal # _____ General / Forestry / School Forest/Ed Plan/Mini Your Initials _____ Total Points _____ Continue review? _____
(please circle one)

Technical Review Process: You are responsible for assessing whether each proposal has met the minimum requirements to be considered for funding. (i.e., *Did the applicant provide the needed information?*)

The quality or merit of the content should not influence the points you award.

- ⊗ Make notes in each section to remind you of key points.
- ⊗ Total the points for each grant at the end.
- ⊗ Describe quality or merit issues in the box on the last page.

Quality Checklist: If any of the items in #1-7 has a NO answer, the proposal is immediately disqualified.

1. Does the proposal address one of the following *EE2010* Goals? Circle the number below. (see: Application p. 2)

Yes No

- I. Focus content of EE on holistic outcomes
- II. Support and enhance cooperation and communication within EE community
- III. Support and enhance EE in preK-12 schools
- IV. Support and enhance the implementation of environmental literacy in institutions of higher education.
- V. Support and enhance the expansion of nonformal and non-traditional EE
- VI. Develop a research and evaluation agenda for EE.

Note: These are new priorities for this year. Applicants were directed to select **one**.

2. An official WEEB cover page form has been submitted?

Yes No

3. Is the administering agency an eligible agency? (See page 1)

Yes No

4. Is a dated signature of the chief executive officer provided? (See page 7)

Yes No

5. Is an abstract provided?

Yes No

6. Have the page restrictions of the narrative been observed? (1 for mini grants, 2 for small grants, 6 for large grants. May include a one-page, 8 1/2" x 11" map or diagram that helps to explain the project and does not count as one of the narrative pages. Is the entire narrative written in a 10-point or larger font? (the size of this type) Are margins a minimum of one inch?)

Yes No

7. Has the budget met these minimum requirements: (see p. 9)

A. Budget page submitted

Yes No

B. Do capital costs make up

- 0% or less of the WEEB dollars requested for education plan proposals
- 50% or less of the WEEB dollars requested for general/forestry proposals?
- 75% or less of the WEEB dollars requested for school forest/mini proposals

Yes No

C. Do site enhancement costs make up (see page 9)

- 0% or less of the WEEB dollars requested for education plan proposals
- 50% or less of the WEEB dollars requested for general/forestry proposals?
- 75% or less of the WEEB dollars requested for school forest/mini proposals

Yes No

D. Does the match total equal at least 25% of the WEEB dollars requested? (**check calculations**)

Yes No

E. If outside contributors have provided 1/3 or more of total match, are they identified and have they signed off on the consortium page?

Yes No NA

Continue with review only if all answers above are "Yes"

8. If the applicant has one or more public agency partners in the project, is the consortium verification completed and signed? (p. 7) If not, please flag page one of this review form so the signature(s) can be obtained if grant is awarded.

Yes No NA

Questions 9-30 are scored as “present or absent.” If present, award total number of points available. If present, but information provided inadequate or weak, make note(s) within the “Other Comments” box. If absent, award no points.

Questions 17 and 22 may be awarded partial credit for incomplete responses. Again comments indicating rationale for awarding partial points may be made within the “Other Comments” box on the last page.

	Absent	Present
Statement of Need (15 points) (p.8)		
9. Is a target audience identified?	0	
	3	
10. Is there a statement identifying a need that the project addresses?	0	4
11. Is there a statement relating the need to one <i>EE2010</i> goal?	0	4
12. Is there a statement of evidence that the need exists?		0
13. Is there a description of previous effort(s), if any, to meet the stated need(s)?	1	
	0	
	3	

Project goals, objectives, and activities(40 points) (p. 8 and 9)

14. Does the narrative identify major goal(s) and/or objective(s)? <i>(In other words, does the narrative identify what the project will accomplish?)</i>	0	2
15. Are the identified goal(s)/objective(s) reflective of the tenets of environmental education?	0	3
16. Does the narrative identify specific activity(ies) that will be carried out to accomplish the goal(s)/objective(s)	0	2
17. Does the narrative identify:		
<i>who</i> specifically will do it?	0	3 5
<i>who</i> specifically will benefit from it?	0	3 5
<i>where</i> specifically it will be done?	0	3 5
<i>when</i> specifically it will be done?	0	3 5
<i>how long</i> specifically it will be done?	0	3 5
<i>why</i> specifically it will be done?	0	3 5
<i>(Note: answer may be included in “Statement of Need” section)</i>		
<i>If awarding partial points, please provide your rationale either here or within the comment section.</i>		
18. If the project director and/or grant writer were no longer associated with the project, does the proposal provide sufficient detail that it can serve as a plan of work?	0	3

Project Dissemination(5 points) (p. 9)

19. Are plans to disseminate information about the project included?	0	5
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Project Evaluation (10 points) (p. 9)

20. Are plans to evaluate the entire project included?	0	2
Are details of the anticipated impact to members of the target audience(s) identified?	0	3
Are measurable objectives included? <i>(Did the applicant provide details of HOW they will</i>	0	5

KNOW if the goals and/or objectives have been reached? In other words, how they intend to provide evidence of goal/objective accomplished)

Staff Qualifications (5 points) (p. 9)

21. Are descriptions of staff positions and qualifications included? 0 5

Continuation (5 points) (p. 9)

22. Is there a statement of how the project will be continued, what other projects may result from this project, and where funding will come from? 0 3 5

If awarding partial points, please provide your rationale either here or within the comment section.

Budget Summary (20 points) (p 12). Use a yellow highlighter to identify capital items. Use a blue highlighter to identify site enhancement items. Use a red pen to highlight omissions, errors, or other problems. **Check ALL calculations** (multiplication that itemizes each request and match; also addition for all totals). Correct calculations where appropriate. **Make sure the original information remains readable.**

23. Are the administering organization, director, and phone number provided? 0 1

24. Are all grant requests eligible? (page 9 and 10) *Please review these closely; eligibility is often dependent on the context of the request.* 0 4

Eligible expenses include:

- ⊗ Salaries and honoraria
- ⊗ Fringe benefits
- ⊗ In-state travel, meals, and lodging
- ⊗ Materials, supplies, and project software

Ineligible expenses include:

- ⊗ Expenses or funds encumbered prior to July 1 2007 or after December 31, 2008
- ⊗ Religious activity or instruction
- ⊗ Salaries and honoraria *which supplant an existing salary or pay a private school instructor's base salary*
- ⊗ Costs of attending, exhibiting or presenting at conferences
- ⊗ Out-of-state travel, meals and lodging (including costs to bring out-of-state people into Wisconsin)
- ⊗ Endowment contributions
- ⊗ Indirect costs or overhead costs
- ⊗ Office equipment or furniture
- ⊗ Real estate acquisitions
- ⊗ Ongoing operations funds
- ⊗ Projects which are essentially field trips

25. Are the matches identified by type (i.e., monetary, service, or supplies)? 0 2

26. Are the matches identified by sources (applicant or named outside sources)? 0 2

27. Are the matches identified by dollar values? 0 2

28. Are the budget requests and matches linked to appropriate activities? 0 3

29. Are expenditures over \$100 identified and itemized? 0 3

30. Are the budget calculations correct? 0 3

Check ALL calculations

(check multiplication that itemizes each request and match amount (e.g. each line item))

(check addition for all totals).

Correct calculations where appropriate.

Make sure the original information remains readable.

Do you have concerns about this proposal? If yes, complete box(es) below as appropriate.

⚙ ⚙ ⚙ Budget Concerns? ⚙ ⚙ ⚙

Some budget concerns will require further evaluation, possibly affecting the amount of funding awarded. Please "flag" the top of page 1 if you believe the proposal should continue to the merit review, but you have concerns that you want the merit reviewers or WEEB to address. Describe the problems here.

⚙ ⚙ ⚙ Other Comments? ⚙ ⚙ ⚙

What other comments do you have that could help the committee of merit reviewers? (For example, if this is borderline for sending on for further review, what strengths and/or weaknesses do you see?)

Total Points _____

Do you believe this proposal should proceed to further review?

YES

NO

Signature _____