

Appendix B: 2016-2017 AmeriCorps*State Program Planning Grant Reviewer Form

Legal Applicant:		Reviewer Number:	
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Executive Summary (Required – 0 points)

Review the required template for Executive Summaries below. Did the applicant follow the template for the Executive Summary?	Satisfactory Response? YES <input type="checkbox"/> NO <input type="checkbox"/>
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Comments including both strengths and weaknesses:

This planning grant will be utilized to develop an AmeriCorps program that will engage AmeriCorps members to [AmeriCorps member activities] in [geographic locations where member activities will take place]. Members will address the needs of [beneficiaries to be served] resulting in [anticipated outcome of project].

This program will focus on the CNCS focus area(s) of [CNCS focus area(s)].* The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and/or federal funds] in public funding and \$[amount of non-governmental funds] in private funding.

**If the program is not operating in a CNCS focus area, applicant will omit this sentence.*

Program Design (70%)

1. Problem/Need – Applicant clearly describes how the community problem or need is prevalent and severe in communities where members will serve, that the need has been well documented with relevant data, and how the need(s) will be addressed by the program.	Satisfactory Response? YES <input type="checkbox"/> NO <input type="checkbox"/>
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Comments including both strengths and weaknesses:

1. Out of 10 maximum points, my score for this section is:		
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2. Program Model – Applicant provides a response that . . . - Describes where AmeriCorps members will serve and plans for how they will be supervised - Describes the activities AmeriCorps members will be engaged in and how these activities address the identified community need(s) - Describes how AmeriCorps members will utilize volunteers to enhance program delivery - Provides an estimate of how many, and what type, of AmeriCorps members requested - Explains how AmeriCorps members are a highly effective means to solve the community problem(s)	Satisfactory Response? YES <input type="checkbox"/> NO <input type="checkbox"/>
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Comments including both strengths and weaknesses:

2. Out of 30 maximum points, my score for this section is:		
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3. Planning Process – Applicant provides a description of their planning process with timeline and benchmarks for planning activities and how they will use the planning period to develop the capacity to effectively manage an AmeriCorps program. Examples include: - Determining appropriate AmeriCorps member activities to address the identified community need - Determining the desired characteristics of an AmeriCorps member and designing a recruitment plan - Developing a performance measurement system that ensures reliable data is gathered to demonstrate the impact on the communities to be served - Describing how they will identify or develop an evidence-based program model - Creating a process for selecting operating and host sites (if applicable) that will ensure the most appropriate and capable organizations are selected - Obtaining training and technical assistance needed in order to run an effective and compliant program	Satisfactory Response? YES <input type="checkbox"/> NO <input type="checkbox"/>
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Comments including both strengths and weaknesses:

3. Out of 30 maximum points, my score for this section is:		
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