

**Evaluation Planning Questions for Grant Applicants**

<b>Grantee:</b>	<b>Project:</b>	<b>Contact:</b>
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**1. Intended Outcome: In general terms, who or what is expected to change because of this project?**

**2. Activities to Achieve Outcome: What activities or set of activities are planned to achieve the outcome described in Question 1?**

**3. Information Needed (Measures): What specific information or evidence will you be able to collect to demonstrate progress toward achievement of these outcomes? What are the quantitative or qualitative measures to be used? Do you have any baseline information against which to measure progress?**

**4. Target Goals and Dates: What is the quantitative and/or qualitative target goal and date for each measure?**

**5. Data Collection Methods: How will you gather, analyze and report the information described in question 3? Who will be responsible for gathering it?**

**6. Resources Needed: Do you foresee any potential barriers in your ability to collect this information? How will you address those?**

**7. Results: How will evaluation results be used? With whom will those results be shared?**