

Evaluation Planning Questions for Grant Applicants

Grantee:	Project:	Contact:
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Intended Outcome: Who or what is expected to change because of this project?

Activities to Achieve Outcome: What activities or set of activities are planned to achieve this outcome?

Information Needed (Measures): What baseline information has been collected? What new information will be collected and reported to demonstrate progress toward or achievement of these outcomes and activities?

Target Goals and Dates: What is the numerical target goal and date for each measure?

Data Collection Methods: What methods will be used to gather the information and who will be responsible for gathering it?

Resources Needed: What human and financial resources are needed to collect evaluation data and what is available?

Results: How will evaluation results be used? Who will receive them?