

PROPOSAL ASSESSMENT FORM

Revised June 2023



The Freedom Fund uses a proposal quality assessment tool to evaluate grant proposals. We typically request written proposals from a small group of organisations we've already begun to get to know and who have helped to inform our programmatic strategy. The proposal process helps us to get a better sense of how their work would fit into the program. The proposal is evaluated alongside other tools to make a final decision about funding.

INSTRUCTIONS

Use the form on page 2 to assess an organisation's full grant proposal against five criteria. The form is intended to assess proposed interventions rather than the organisation proposing to conduct them.

For each criterion, use the description and guiding questions to assess the proposal. In the "strengths" column, comment on significant strengths that will help the project succeed and will contribute towards achieving the overall programmatic goals. In the "weakness" column, identify any weaknesses or risks that may cause the project to fail to achieve its goals. Rank the proposal on a scale of 1-5 against each criterion. Note down the score for each category in the "score" column of the assessment template. Use the following definitions:

- 5 = *Excellent, significant positive elements exceeding requirements*
- 4 = *Good, some positive elements exceeding requirements*
- 3 = *Satisfactory, meets the 'bare minimum' requirements*
- 2 = *Weak, with minor areas of concern*
- 1 = *Very poor, with major areas of concern*

Add up the scores for each category and note the final score out of 25 in the "final score" field. In the "conclusions" section, use the guiding questions to summarise your findings and note your overall recommendations for moving forward with the project proposal. Please note that the assessment is not a definitive judgement of whether the organisation's project will be funded. The final score will feed into the decision-making process, which also takes into consideration the results of the due diligence assessment, field visits and the potential of a project to complement the existing programmatic strategy.

ASSESSMENT FORM

Criteria	Score (1-5)	Strengths	Weaknesses	Other Comments
1. Project context: The proposal shows clear understanding of the social, economic and political environment of the planned project. Current conditions in the local environment are favourable for the project's implementation. If unfavourable conditions exist, the organisation has planned adequate steps to mitigate risk and support the project's success. Guiding questions: - Does the organisation show a deep understanding of the socio-economic and political context in which the project will be implemented? - Are current conditions in the local environment favourable for the project's implementation? Are there any social, economic or political factors that might be obstacles to the project's success?				
2. Project relevance: The proposal addresses the root causes of the problem. It should demonstrate a clear understanding of the problem and have a good explanation of how the project will lead to change. Guiding questions:				

Criteria	Score (1-5)	Strengths	Weaknesses	Other Comments
- Is the project relevant and highly likely to effectively address the root causes of the problem? - Does the project address at least one cause related to the problem?				
3. Project design: The project proposal is clearly described with a logical structure. Activities, outputs, outcomes, and impact are clearly defined, measurable, and realistic. The timeline, budget, targets, and project narrative are coherent. The group of target beneficiaries is achievable and appropriate in relation to the proposed activities. The project design reflects best practices. S/PM should also ensure that the planned Freedom Fund grant does not exceed 33% of the organisation's total funding. Guiding questions: - Are the project activities clearly defined? - Are the outputs and outcomes reasonable and appropriate given the proposed activities? - Does the timing of implementation make sense given the type of project and its location? - Is beneficiary selection appropriate and fair? - Is the budget balanced and reasonable given the proposed activities and allocated staff? - Are the projected targets realistic and achievable within the funding period? (Check implementation plan)				

Criteria	Score (1-5)	Strengths	Weaknesses	Other Comments
Is the proposed impact well-defined and feasible? Is the planned Freedom Fund grant less than 33% of the organisation's total funding?				
4. Programmatic experience: The organisation has previous experience implementing projects with a similar theme, design and scale. It also has experience and a positive community presence in the location. This adequately prepares it to accomplish the specific project goals. Preference will be given to those organisations who have implemented project relevant to anti-slavery programming. Guiding questions: - Does the organisation have experience with similar types of projects, with comparable theme, design and scale? - Does the organisation have experience implementing projects in the same geographic area? - Have previous projects been well-received by the target communities? Has the organisation successfully delivered anti-slavery projects in the past?				

Criteria	Score (1-5)	Strengths	Weaknesses	Other Comments
5. Proactivity and commitment: The organisation is responsive and active, responding to project proposal queries. The organisation puts forth due effort throughout the proposal submission and review process. The organisation is proactive and committed to their work. Guiding questions: - Does the organisation respond constructively to project proposal queries in a timely manner? - Is the organisation willing to put effort into the Freedom Fund application process?				
FINAL SCORE (Out of 25)				

CONCLUSIONS Guiding questions:	
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• Do the strengths of the proposed project exceed the associated weaknesses in such a way that Freedom Fund should recommend this project for funding? • If so, what special needs and critical areas should be considered to improve the design of the project and increase the likeliness of success and impact? • Should significant modifications be conducted so as to be able to fund the proposal?	
PROPOSAL QUALITY ASSESSMENT RECOMMENDATION	