

## **LACA Project Evaluation Application Form**

*On Page 2, please discuss each of the six topics below, answering the questions in italics.*

1. **Need** *Why is your project necessary? Please address the following, if applicable:  
 What community does this project serve? What problem does it solve or what benefits does it provide?  
 What evidence supports this need? Is it the most effective way to accomplish the goals?  
 Why is LACA the best organization to fund this work? What role will we play as the project proceeds?*
  
2. **Goals** *What is the project to achieve?  
 Make sure the goals are linked to the Need for the project identified above. Please frame these in a way so that progress can be readily evaluated during the course of the project.*
  
3. **Project Plan**  
*Action Plan: What are the specific actions that must be taken and by when in order to achieve successfully accomplishing the goals?  
 Project Budget: The financial plan for the project/service, including all project income and project expenses for the specific time frame of the donation. This should be sufficient not only to evaluate the project initially but also to monitor it as the project/service is carried out.  
 Staffing: Who will conduct the work? Are key roles and the individuals to fill them identified? Specifically include leadership. If all or part of the money goes to another organization, describe their credibility for accomplishing the project goals and how can LACA work with them to monitor the project as it proceeds (see below).  
 Partnerships: Are there any additional collaborators or partners? What will their contributions be to this project?*
  
4. **Monitoring and Evaluation** *How will it be clear that the project is on track to succeed in its goals as it proceeds? How will its success be evaluated upon completion of the work and expenditure of the funds? For example:  
 Specify tangible project accomplishments for monitoring purposes and by when they are expected to be completed. For example, these could be the most significant elements of the Action Plan above that are ones for which progress can readily be monitored as time progresses. Alternatively, they could be other milestones along the path of accomplishing the goals. In either case they should be specific, measurable, achievable, timely and realistic.  
 Outline plan for collecting data and evaluating the project as it is being carried out.  
 Establish a timeline to monitor the success of the project as it proceeds.*
  
5. **Permissions / Liabilities** *Are there any special considerations in either of these arenas?*
  
6. **Sustainability** *Will the project entirely fulfill a need or is it part of accomplishing an ongoing effort? If ongoing, how will it become self-sufficient and on what timeline so that it no longer needs LACA support? If additional funds (e.g., for ongoing maintenance and training) are needed what is the source of those funds?*

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*Please use the space below to provide your answers. Use an additional page if more space is required.*

1. Need

2. Goals

3. Project Plan

4. Monitoring and Evaluation

5. Permissions / Liabilities

6. Sustainability