# writing for green

## Request for Applications (RFA) Alignment Worksheet

*The worksheet is intended to help community organizations evaluate the fit between the funder's priorities and those of the organization/ community. Consider the following questions:*

**What are the eligibility criteria listed in the RFA?**

**What is the funder's purpose or goals/objectives in issuing the RFA? What concepts or ideas are emphasized?**

**Examine the goals/priorities of your organization's work in light of the funder's objectives/ priorities as expressed in the RFA. In what ways do they align? In what ways do they differ?**

**How much money will be awarded in total? How many grants will be awarded? What is the maximum award per grant?**

**When will the funds be awarded and over what period of time must the money be spent? In other words, what is the grant period?**

**Which components of your organization's current or anticipated work might qualify for funding? If more than one program might be a fit, which one appears to align best with the funder's priorities and the grant timeline?**

**Is the work you are considering a new initiative or an established program? If new, do you have the capacity to implement it? What additional resources do you need? If it's ongoing, what is your track record with this work?**

*Rank your organization's/ project's alignment based on the following criteria:*

| Criteria | Rank (1 - 10, 10 = best) |
|---|---|
| Eligibility criteria - in other words, do you meet them? | |
| Shared goals/ priorities with funder | |
| Track record in areas that are of interest to funder | |
| Capacity to implement the project per funder interest | |
| Alignment of grant amount vis-a-vis amount of work anticipated - in other words, does the amount of potential funding make sense given the anticipated project budget and amount of work involved? | |
| Compatibility of funder's grant period and organization's project timeline | |
| Competitiveness of your organization, taking into account the organizations that have received this grant previously (if applicable) and the funder's current priorities (10 = highly competitive/ great chance of being awarded the grant) | |
| Potential human impact of engaging in the proposed work | |