To: Team 2 of WRTG 3015

From: Team 1

Date: November 29th, 2014

Subject: Feedback for your UHC grant proposal

In this memo you will find our comments and suggestions for your grant application to the UHC. Our primary guide for crafting this feedback was the UHC’s “Application Instructions and Checklist for Competitive Grants to Nonprofit Organizations.” Overall, your proposal is off to a strong start. But there are some areas where you have strayed away from the information that the UHC is looking for, and you have a few grammatical and spelling errors. A detailed review of your Executive Summary and Narrative Proposal is below.

**Executive Summary**

Abstract

* Good job keeping it to six lines or less.
* The phrase “finishing public education and move on to secondary education” is unclear. Did you mean “primary” education rather than “public”? Also, “secondary education” is another term for high school-- not college. Did you mean to say college?
* What are the “disciplines you are familiar with”? It would be helpful if you named them.
* You may want to briefly mention a timeline for your project. Will it be a quarterly, monthly, or annual publication? When will the first issue be released?

Who is your Community?

* Nice work including some stats about Utah’s education ranking.
* You might consider mentioning how you’ll publicize your project to the community, and how it will encourage your target audience (underserved youth) to become more involved in the humanities.
* There’s a typo in the first sentence— “…we have public education state that has…”

What are the concerns facing your community?

* This section is a bit off. You talk about your concerns, when the prompt is actually looking for you to answer what are the concerns of your community.

What improvements do you seek as a result of your project?

* Well-written section.

How will you use the humanities to bring about this result?

* You addressed this section, as well as the section above, in “Our Hope.” You may want to separate these into two distinct sections in order to follow the UHC’s outline.

Who are your humanities scholars/experts?

* This section looks good.

Why is UHC funding vital to the success of your program?

* This section looks good too.

**Narrative Proposal**

Below is our feedback for your Narrative Proposal section. (Note: you forgot to add a “Narrative Proposal” heading!). Also, a comment about your page numbers: it’s great that you included them, but you may also want to add the date and a quick description of the memo (maybe the name of your journal) to each page, in case your pages somehow get separated at the UHC office.

Project Description

* Nice job demonstrating the need for your project.
* There a few items that you haven’t yet addressed:
  + - What planning have you done so far?
    - What’s your tentative schedule for this project?
    - You should restate your need for UHC funds.
    - Are you targeting all Utah high school and jr. high students? Or just those in Salt Lake City? Or just in rural areas? etc.

Evaluation Plan

* The last paragraph is on point, but the first two paragraphs seem to be off-topic. You may want to nix the first two paragraphs and use the extra space to elaborate on your longitudinal study.
* Maybe also incorporate some simple qualitative surveys that can be passed out among the students at school.

Audience

* Well-written, but you don’t address some of the prompts provided by the UHC:
  + - How will you involve your audience in the planning and evaluation of your journal?
    - What are your estimates for how many students will read your journal, and how did you calculate those estimates?

Publicity

* Very thorough. Nicely done.

**Conclusion**

For a rough draft, your proposal is looking really good. In some sections, you did an excellent job of being specific and detailed. In others, you were a bit vague and off-topic. Continue working on it, and it will be great!