**Grant category:**

**Library:**

**Total score:**

**Reviewer initials:**

**Needs Statement Score:**

|  |  |  |  |
| --- | --- | --- | --- |
| Inadequate | Needs Improvement | Meets expectations | Exceeds expectations |
| *One or more of the criteria below met* | *No criteria in inadequate met AND at least one of the criteria below met* | *All criteria below met* | *Meets all criteria of meet expectations AND one or more of the following* |
| No specific need in community has been demonstrated or definedThere is no supporting documentation, or it is conflictingDoes not understand community being servedNo project audience identifiedNeed is library-based | Specific community need is vague.Supporting documentation is weakQuestionable understanding of communityProject audience is vagueUnclear if need is user-based or library-based | Specific need in community has been demonstrated and clearly definedSupporting documentation is relevant, concrete, and localClear understanding of communityProject audience is clearly identifiedNeed is user-based | Thorough supporting documentationDeep understanding of the community. |
| *Notes:* |

**Solution and Activities Score:**

|  |  |  |  |
| --- | --- | --- | --- |
| Inadequate | Needs Improvement | Meets expectations | Exceeds expectations |
| *One or more of the criteria below met* | *No criteria in inadequate met AND at least one of the criteria below met* | *All criteria below met* | *Meets all criteria of meet expectations AND one or more of the following* |
| Solution does not address needSolution is not viableDescription of resources is missingNeeded resource(s) missing or insufficientAmount of activities are not enough to address the needAmount of activities cannot be carried out as planned within given timeframeDescription of activities is missing Activities exclusively designed to attract frequent library usersStaff involved and/or their project duties are missingLibrary is not the appropriate entity to address need via their solutionNo committed collaborators or partnersNo meaningful engagement or collaboration with groups who have a mutual set of priorities for the communityCreated content is not accessibleOfferings are not accessible to all members of the community | Solution partially addresses needSolution may not be viableDescription of resources needed is vague Unclear if needed resources are missing or sufficientAmount of activities may only be enough to partially address need.Amount of activities may be difficult to carry out as planned within the given timeframeDescription of activities is vagueActivities primarily designed to attract frequent library usersFurther clarification needed on staff involved and/or their project duties Library may not be the appropriate entity to address need via their solutionFurther clarification needed on who the committed collaborators and partners are and/or what their level of involvement isLimited meaningful engagement and collaboration with groups who have a mutual set of priorities for the communityCreated content may not be accessibleunclearOfferings may not be accessible to all members of the community | Solution addresses needSolution is viableDescription of resources needed is clearly outlinedNeeded resources are sufficient Amount of activities are enough to address need Amount of activities manageable for the grant periodDescription of activities is clearActivities are designed to attract those for whom libraries are not part of their life experienceClear what staff are involved in project and what their project duties are.Library is appropriate entity to address need via their solutionClear who the committed collaborators and partners are and what their level of involvement isMeaningful engagement and collaboration with groups who have a mutual set of priorities for the communityCreated content is accessibleOfferings are accessible to all members of community | Thorough solutionAmbitious yet manageable planCreative solution to address need |
| *Notes:* |

**Communication Plan Score:**

|  |  |  |  |
| --- | --- | --- | --- |
| Inadequate | Needs Improvement | Meets expectations | Exceeds expectations |
| *One or more of the criteria below met* | *No criteria in inadequate met AND at least one of the criteria below met* | *All criteria below met* | *Meets all criteria of meet expectations AND one or more of the following* |
| No strategy for publicizing the projectNo description of media used to reach target audience or communityDoes not include any ways to address any challenges or barriers in reaching target audienceDoes not include ways to communicate with diverse groups | Vague strategy for publicizing the projectLimited description of media used to reach target audience or communityAttempts to address any challenges or barriers in reaching target audience are limited Attempts to communicate with diverse groups are limited | Clear strategy for publicizing the projectDetailed description of media used to reach target audience or communityIncludes appropriate ways to address any challenges or barriers in reaching target audience Includes ways to communicate with diverse groups | Thorough strategy for publicizing the projectNotable creative elements within strategy |
| *Notes:* |

**Evaluation Score:**

|  |  |  |  |
| --- | --- | --- | --- |
| Inadequate | Needs Improvement | Meets expectations | Exceeds expectations |
| *One or more of the criteria below met* | *No criteria in inadequate met AND at least one of the criteria below met* | *All criteria below met* | *Meets all criteria of meet expectations AND one or more of the following* |
| Less than two outcomes meet IMLS definitionOutcomes do not measure types of change project aims to addressOutcomes would be difficult or impossible to gather | At least two outcomes meet IMLS definition and measure types of changes project aims to address but lack one or more of the following elements:* Who is being measured
* How they will be measured
* When they will be measured
* Amount of target impact

Gathering outcomes may present some challenges | At least two outcomes that meet IMLS definition and include all the following elements:* Measures type of change project aims to address.
* Who is being measured
* How they will be measured
* When they will be measured
* Amount of target impact

Outcomes seem feasible to gather | Creative approach in gathering outcomesThorough outcomes |
| *Notes:* |

**Sustainability Score:**

|  |  |  |  |
| --- | --- | --- | --- |
| Inadequate | Needs Improvement | Meets expectations | Exceeds expectations |
| *One or more of the criteria below met* | *No criteria in inadequate met AND at least one of the criteria below met* | *All criteria below met* | *Meets all criteria of meet expectations AND one or more of the following* |
| Not clear how any aspects of the project will or won’t continue after the grant funds are expendedNo project impact Aftereffects of project inadequate for type of project | Not clear how some aspects of the project will or won’t continue after the grant funds are expended.Limited project impact Aftereffects of project are limited for type of project | Clear how all the aspects of the project will or won’t continue after the grant funds are expendedAdequate project impact Aftereffects of project reasonable for type of project | Significant project impact Strong aftereffects for type of project |
| *Notes:* |

**Budget Score:**

|  |  |  |  |
| --- | --- | --- | --- |
| Inadequate | Needs Improvement | Meets expectations | Exceeds expectations |
| *One or more of the criteria below met* | *No criteria in inadequate met AND at least one of the criteria below met* | *All criteria below met* | *Meets all criteria of meet expectations AND one or more of the following* |
| Does not meet 30% cost shareSignificant discrepancies between budget and solution and activitiesSignificant portion of budget allocated towards unnecessary expensesBudget needs unreasonable in cost estimateBudget narrative detail is vague or incomplete for majority of budget | Unclear if meets 30% cost shareSome discrepancies between budget and solution and activities Some portion of the budget allocated towards unnecessary expensesUnclear if budget needs are reasonable in costBudget narrative detail is vague or incomplete in some part of the budget | Meets 30% cost shareAll budget needs from solution and activities are representedBudget allocated towards necessary expensesBudget expenses are reasonable in estimates. Narrative details are clarifying and sufficient | Thorough budget narrativeBudget demonstrates good stewardship of funding. |
| *Notes:* |

**Community Support and Engagement Score:**

|  |  |  |  |
| --- | --- | --- | --- |
| Inadequate | Needs Improvement | Meets expectations | Exceeds expectations |
| *One or more of the criteria below met* | *No criteria in inadequate met AND at least one of the criteria below met* | *All criteria below met* | *Meets all criteria of meet expectations AND one or more of the following* |
| No letters Letters from key groups or individuals missingLetters of commitment contradict the activities and involvement by the group or individual as outlined elsewhere in the project.No engagement with communityNo engagement with underserved or underrepresented members of the communityNo local community input or suggestions in project | Only 1 letter Includes letters from Trustee/ members of applicant’s institutional structureIncludes letters from individuals or groups that will benefit financially from projectLetters seem formulaicLetters of commitment do not reference activities and involvement by group or individualMinimal engagement with communityMinimal engagement with underserved or underrepresented members of the communityMinimal local community input or suggestions in project | At least two letters Includes letters from groups or individuals you would expect to see based on project.Any letters of support demonstrate enthusiasm and understanding of projectAny letters of commitment reference activities and involvement by group or individual. This is in line with what has been outlined elsewhere in project.Proactive engagement with communityProactive engagement with underserved or underrepresented members of communityLocal community input and suggestions woven throughout project | Strong letter(s) of support/commitmentSignificant engagement with the communitySignificant engagement with underserved or underrepresented members of the communitySignificant community input and suggestions woven throughout project |
| *Notes:* |