**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 defined  There is no supporting documentation, or it is conflicting  Does not understand community being served  No project audience identified  Need is library-based | Specific community need is vague.  Supporting documentation is weak  Questionable  understanding of community  Project audience is vague  Unclear if need is user-based or library-based | Specific need in community has been demonstrated and clearly defined  Supporting documentation is relevant, concrete, and local  Clear understanding of community  Project audience is clearly identified  Need is user-based | Thorough supporting documentation  Deep 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 need  Solution is not viable  Description of resources is missing  Needed resource(s) missing or insufficient  Amount of activities are not enough to address the need  Amount of activities cannot be carried out as planned within given timeframe  Description of activities is missing  Activities exclusively designed to attract frequent library users  Staff involved and/or their project duties are missing  Library is not the appropriate entity to address need via their solution  No committed collaborators or partners  No meaningful engagement or collaboration with groups who have a mutual set of priorities for the community  Created content is not accessible  Offerings are not accessible to all members of the community | Solution partially addresses need  Solution may not be viable  Description of resources needed is vague  Unclear if needed resources are missing or sufficient  Amount of activities may only be enough to partially address need.  Amount of activities may be difficult to carry out as planned within the given timeframe  Description of activities is vague  Activities primarily designed to attract frequent library users  Further clarification needed on staff involved and/or their project duties  Library may not be the appropriate entity to address need via their solution  Further clarification needed on who the committed collaborators and partners are and/or what their level of involvement is  Limited meaningful engagement and collaboration with groups who have a mutual set of priorities for the community  Created content may not be accessible  unclear  Offerings may not be accessible to all members of the community | Solution addresses need  Solution is viable  Description of resources needed is clearly outlined  Needed resources are sufficient  Amount of activities are enough to address need  Amount of activities manageable for the grant period  Description of activities is clear  Activities are designed to attract those for whom libraries are not part of their life experience  Clear what staff are involved in project and what their project duties are.  Library is appropriate entity to address need via their solution  Clear who the committed collaborators and partners are and what their level of involvement is  Meaningful engagement and collaboration with groups who have a mutual set of priorities for the community  Created content is accessible  Offerings are accessible to all members of community | Thorough solution  Ambitious yet manageable plan  Creative 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 project  No description of media used to reach target audience or community  Does not include any ways to address any challenges or barriers in reaching target audience  Does not include ways to communicate with diverse groups | Vague strategy for publicizing the project  Limited description of media used to reach target audience or community  Attempts 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 project  Detailed description of media used to reach target audience or community  Includes appropriate ways to address any challenges or barriers in reaching target audience    Includes ways to communicate with diverse groups | Thorough strategy for publicizing the project  Notable 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 definition  Outcomes do not measure types of change project aims to address  Outcomes 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 outcomes  Thorough 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 expended  No 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 expended  Adequate 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 share  Significant discrepancies between budget and solution and activities  Significant portion of budget allocated towards unnecessary expenses  Budget needs unreasonable in cost estimate  Budget narrative detail is vague or incomplete for majority of budget | Unclear if meets 30% cost share  Some discrepancies between budget and solution and activities    Some portion of the budget allocated towards unnecessary expenses  Unclear if budget needs are reasonable in cost  Budget narrative detail is vague or incomplete in some part of the budget | Meets 30% cost share  All budget needs from solution and activities are represented  Budget allocated towards necessary expenses  Budget expenses are reasonable in estimates.  Narrative details are clarifying and sufficient | Thorough budget narrative  Budget 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 missing  Letters of commitment contradict the activities and involvement by the group or individual as outlined elsewhere in the project.  No engagement with community  No engagement with underserved or underrepresented members of the community  No local community input or suggestions in project | Only 1 letter  Includes letters from Trustee/ members of applicant’s institutional structure  Includes letters from individuals or groups that will benefit financially from project  Letters seem formulaic  Letters of commitment do not reference activities and involvement by group or individual  Minimal engagement with community  Minimal engagement with underserved or underrepresented members of the community  Minimal 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 project  Any 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 community  Proactive engagement with underserved or underrepresented members of community  Local community input and suggestions woven throughout project | Strong letter(s) of support/commitment  Significant engagement with the community  Significant engagement with underserved or underrepresented members of the community  Significant community input and suggestions woven throughout project |
| *Notes:* | | | |