

Rubric

Institutional Literacy & Technology Grant Application Review

Overall Assessment (narrative; no points)
<input type="checkbox"/> Please provide your comments, questions, and overall assessment of the grant application.
<input type="checkbox"/> Indicate whether you recommend we fund or not fund the project. (\$0 - \$5,000.00)
<input type="checkbox"/> You may also indicate whether you would fund the program at a partial award amount or with changes to the project plan.

Needs Assessment (maximum 15 points)

10-15	<ul style="list-style-type: none"> • Identified need is of great importance. • Identified need relates to desired outcomes. • Compelling evidence is provided to support the identified need.
5-10	<ul style="list-style-type: none"> • Identified need somewhat relates to desired outcomes. • Application falls short on providing compelling evidence of the need.
0-5	<ul style="list-style-type: none"> • Identified need is unrelated to desired outcomes. • Identified need does not seem of great importance at this time.

Objectives and Project Plan (maximum 45 points)

30-45	<ul style="list-style-type: none"> • Objectives are clearly stated and appropriate to the need described. • Activity plan demonstrates the applicant’s preparation and ability to carry out the project. • Timetable is thorough and realistic. • An effective communication plan is presented that will promote project success and includes plans to share project outcomes with professional peers. • The project is sustainable and will be continued after the grant period.
15-30	<ul style="list-style-type: none"> • Project is too ambitious but could be scaled back. • Application demonstrates a plan of action, but with some weaknesses. • Objectives align with need statement but are not clearly addressed by project activities. • Aspects of the program will be continued but may need additional funding.
0-15	<ul style="list-style-type: none"> • Plan of action is incomplete. • Plan is too ambitious to be successful with the dedicated resources or within the grant period. • Objectives do not align with the needs or desired outcomes. • The project is not likely to be continued beyond the grant period.

Evaluation Plan (maximum 15 points)

10-15	<ul style="list-style-type: none"> • Applicant appears committed to evaluating project outcomes such as changes in people’s behavior, enhanced access to information, or increased knowledge. • Applicant demonstrates understanding of Outcomes Based Planning and Evaluation. • Plan makes use of suitable evaluation methods to produce a thorough evaluation that will provide true insight on project effectiveness.
5-10	<ul style="list-style-type: none"> • Application includes a plan for evaluation, but does not include a measurement of outcomes, relying on outputs such as circulation or usage.
0-5	<ul style="list-style-type: none"> • Applicant is not likely to perform any meaningful project evaluation activities.

Budget (maximum 10 points)

5-10	<ul style="list-style-type: none"> • Budget adds up and price quotes are reasonable. • Budget narrative clearly describes items and ties them to project activities and objectives.
0-5	<ul style="list-style-type: none"> • Budget doesn’t add up. • Price quotes are unreasonable. • Budget items are not clearly tied to project activities and objectives.

Overall Merit (maximum 15 points)

10-15	<ul style="list-style-type: none"> • This model application presents a worthwhile project and evidences preparation by few spelling errors and a narrative that has direction and consistency. • A reasonable budget and thorough but feasible plan are presented. • Project evaluation is well considered. • There are plans for continuation of the project beyond the grant period.
5-10	<ul style="list-style-type: none"> • All or most of the components of this application have been clearly and thoroughly considered. • The project may not be as compelling as others.
0-5	<ul style="list-style-type: none"> • This application has many weaknesses. • Continuation plans are unclear. • The project is unlikely to meet the identified need or objectives. • The plan indicates a lack of preparation.