Utah State Historical Records Advisory Board
2014 Competitive Grant Program
Evaluation Form

Application #: _____

Institution Name: _____

Funds Requested _____

Reviewer Name _____

REVIEWER'S TOTAL SCORES

	Maximum	Actual Score
Section I: General Application Information	5	
Section II: Proposed Scope of Work	20	
Section II: Goals and Expected Results	20	
Section II: Staff and Volunteers	10	
Section II: Plan of Work	20	
Section III: Budget	15	
Supports USHRAB Mission	10	
TOTAL SCORE FOR THIS GRANT APPLICATION	100	

RECOMMENDED FOR FUNDING: ☐ **Yes** ☐ **No** ☐ **Partial**

Amount to fund: _____

Scoring Criteria

Section I: General Application Information - (5 points maximum)

• All information included as requested. • All blanks filled in and/or appropriate check marks made. • DUNS number included and is correctly written.	• 60 – 80% of information included as requested. • 60-80% of blanks filled in and/or appropriate check marks made. • DUNS number not included or is incorrectly written.	• Less than 50% of information included as requested. • Less than 50% of blanks filled in and/or appropriate check marks not made. • DUNS number not included.
4 - 5 points	**2 - 3points**	**0 - 1 points**

Section II: Scope of Work (20 points maximum)

• Provides clear detail of how the records are historically significant. • Provides clear detail of the public benefit of the project • If a collection is involved, applicant provides clear detail of the scope of the collection, including size and date range.	• Partially describes how the records are historically significant. • Partially describes the public benefit of the project. • Partially describes the scope of the collection including size and date range.	• Provides no evidence of how the records are historically significant. • Does not address the public benefit of the project. • Provides no evidence of the scope of the collection
14 - 20 points	**7 - 13 points**	**0 - 6 points**

Section II: Goals and Expected Results (20 points maximum)

• Relates directly to stated goal(s) and will make progress towards stated goal(s). • Clearly describes appropriate methods or strategies for meeting project goals. • Clearly describes appropriate performance measures that will be utilized to achieve expected results.	• Demonstrates some relationship with goal(s). • Describes methods and strategies for meeting project goals. • Inadequately refers to performance measures that will be utilized to achieve expected results.	• Shows little or no relationship to goal(s). • Does not include methods and/or strategies for meeting project goals. • Does not include performance measures that will be utilized.
14 - 20 points	**7 - 13 points**	**0 - 6 points**

Section II: Staff and Volunteers (10 points maximum)

• Clearly lists staff/volunteers and their responsibilities in the project. • Clearly lists staff/volunteers and their qualifications.	• Provides partial lists of staff/volunteers and their responsibilities. • Provides partial lists of staff/volunteers and their qualifications	• Does not provide lists of staff/volunteer and their responsibilities. • Does not include lists of staff/volunteers and their qualifications.
7 - 10 points	**3 - 6 points**	**0 - 2 points**

Section II: Plan of Work (20 points maximum)

• Clearly describes the steps for each phase of the project. • The outline of plan of work falls within the grant period. • Clearly describes any techniques involved in the project. • Clearly describes the time frame necessary for each step of the project.	• Partially describes the steps for each phase of the project. • The outline of the plan of work mostly falls within the grant period. • Partially describes any techniques involved in the project. • Partially describes the time frame necessary for each step of the project.	• Does not include a description of the steps for each phase of the project. • The outline of the plan of work does not fall within the grant period. • Does not include a description of techniques involved in the project. • Does not include a description of the time frame necessary for each step of the project. .
14 - 20 points	**7 - 13 points**	**0 - 6 points**

Section III: Budget (15 points maximum)

• Clearly lists how the dollars will be used for the project. • All activities in the project are represented by a dollar amount in the budget. • Shows matching funds.* • Budget form completely filled out per directions – complete, all rows/columns totaled correctly.	• Does not clearly list how the dollars will be used for the project. • Not all activities in the project are represented by a dollar amount in the budget form. • Partially shows matching funds.* • Budget form partially filled out per directions – complete, all rows/columns totaled correctly.	• Provides no description of how funds will be spent. • No local cash or in-kind contributions for project.* • Budget form not filled out per directions – complete, all rows/columns totaled correctly.
11 - 15 points	**6 - 10 points**	**0 - 5 points**

***** Matching funds can be in-kind or cash contributions

Support of USHRAB Mission* (10 points maximum)

• Project improves the acquisition, preservation, or accessibility to the repository's collection. • Project fosters cooperation in carrying out the mission of the Board.	• Project partially improves the acquisition, preservation, or accessibility to the repository's collection. • Project somewhat fosters cooperation in carrying out the mission of the Board.	• Project does not improve the acquisition, preservation, or accessibility to the repository's collection. • Project does not foster cooperation in carrying out the mission of the Board.
10 - 7 points	**6 - 3 points**	**0 - 2 points**

*The mission of the Utah State Historical Records Advisory Board (USHRAB) is to assist public and private nonprofit organizations throughout the state in the acquisition, preservation, and use of records of enduring value and to foster cooperation among organizations in carrying out these activities.