

LSTA Competitive Grant Program Evaluation Form

Project Title _____

Name of Applicant Library _____

LSTA Funds Requested _____

Reviewer Name _____

Reviewer Email _____

REVIEWER'S TOTAL SCORES

Section	Maximum Points	Actual Score
Section 1: Identification	10	
Section 2: Project Narrative – Project Summary	15	
Section 2: Project Narrative – Activities & Outcomes	15	
Section 2: Project Narrative – Evaluation	15	
Section 3: Partnerships – Collaborations & Outreach	15	
Section 5: Budget and Budget Narrative	10	
Sustainability	10	
Innovation and Creativity	10	
TOTAL SCORE FOR THIS GRANT APPLICATION	100	

Recommended for Funding Yes No

Amount to Fund _____

SCORING CRITERIA

Section 1: Identification (10 points maximum)		
<ul style="list-style-type: none"> All information included as requested. All blanks filled in and appropriate check marks made. Target audience number with source included. DUNS number included and is correctly written. 	<ul style="list-style-type: none"> 60 – 80% of information included as requested. 60-80% of blanks filled in and appropriate check marks made. Target audience number included, but source is not included. DUNS number not included or is incorrectly written. 	<ul style="list-style-type: none"> Less than 50% of information included as requested. Less than 50% of blanks filled in or appropriate check marks not made. Target audience number not included. DUNS number not included.
8 – 10 points	4 – 7 points	0 – 3 points

Section 2: Project Narrative – Project Summary (15 points maximum)		
<ul style="list-style-type: none"> Provides clear and convincing evidence of need. Clearly describes needs assessment process, including how stated need was determined. Well thought out plan on how needs will be met. Strongly connects need and goals of proposed project. Genuine interest given to benefits the targeted audience will receive. 	<ul style="list-style-type: none"> Provides evidence of need. Partially describes needs assessment process and how stated need was determined. Provides some discussion on how needs will be met. Show some connection between need and the goals of the proposed project. Some consideration given to actual benefits the targeted audience will receive. 	<ul style="list-style-type: none"> No evidence of need indicated or inadequate. Does not describe needs assessment or how need was determined. Does not address how needs will be met. Shows little or no connection between needs and proposed project. No discussion on what the benefits will be to the targeted audience.
11 – 15 points	6 –10 points	0 – 5 points

Section 2: Project Narrative – Activities & Outcomes (15 points maximum)		
<ul style="list-style-type: none"> Relates directly to stated goal(s) and will make progress towards stated goal(s). Clearly describes appropriate methods or strategies for meeting project goals. Shows consistent and coherent link to measurable objectives. Clearly describes appropriate project outcomes. Shows consistent and coherent link to target audience. Includes both impact and benefits the project will have on or provide to the target audience 	<ul style="list-style-type: none"> Demonstrates some relationship with goal(s). Describes methods and strategies for meeting project goals. Shows links that are vague or lack coherence. Inadequately refers to project outcomes. Includes impact on the project but doesn't show an association with the target audience. Includes the benefits of the project but doesn't show how they address the target audience's needs. 	<ul style="list-style-type: none"> Shows little or no relationship to goal(s). Does not include methods or strategies for meeting project goals. Does not show link to measurable objectives. Does not include project outcomes. Does not address any of the impacts or benefits the project may have on or provide to the target audience.
11 – 15 points	6 –10 points	0 – 5 points

Section2: Project Narrative – Evaluation (15 points maximum)		
<ul style="list-style-type: none"> Clearly relates to goals, objectives and outcomes. Will effectively determine success of the project and its impact. Includes adequate amount for evaluation in the budget. 	<ul style="list-style-type: none"> Provides partial link to goals, objectives, and outcomes. Provides some indication of the success of the project. Minimal amount included for evaluation in the budget. 	<ul style="list-style-type: none"> Does not relate clearly to goals, objectives, and outcomes. Will not clearly determine success of the project. No funding for evaluation included in the budget.
11 – 15 points	6 –10 points	0 – 5 points

Section 2: Partnerships – Collaborations & Outreach (15 points maximum)		
<ul style="list-style-type: none"> Clearly describes a working relationship between two or more different libraries or organizations. The relationship is clearly viable, the partners are eligible, and the patrons’ needs will be better met through the partnership. Applicant included complete Partnership Statements for each organization involved. Includes outreach component. 	<ul style="list-style-type: none"> Contains some reference to a working relationship, and how the goals/objectives/activities will be accomplished. The libraries/organizations involved in the relationship appear to be eligible. Applicant included Partnership Statements for some of the organizations involved in the project, or were not complete. Vague or incomplete outreach component. 	<ul style="list-style-type: none"> Applicant did not choose a partnership or collaboration. If a partnership or collaboration was chosen the application does not clearly describe how it will work to achieve the project’s goals. Applicant did not include Partnership Statement for organizations involved in the project. Lacks outreach component.
11 – 15 points	6 –10 points	0 – 5 points

Section 5: Budget and Budget Narrative (10 points maximum)		
<ul style="list-style-type: none"> Clearly lists how the dollars will be used for the project. All activities in the project summary are represented by a dollar amount in the budget and described in the budget narrative. Describes any local or matching funds. Budget form completely filled out per directions – complete, rounded numbers, all rows and columns total correctly. 	<ul style="list-style-type: none"> Does not clearly list how the dollars will be used for the project. Not all activities in the project summary are represented by a dollar amount in the budget form or described in the narrative. Brief mention of who will be contributing matching funds. Budget form partially filled out per directions – complete, rounded numbers, all rows and columns total correctly. 	<ul style="list-style-type: none"> Provides no description, beyond the budget sheet, of how funds will be spent. Budget narrative incomplete. No local cash or in-kind contributions for project.* Budget form not filled out per directions – complete, rounded numbers, all rows and columns total correctly.
8 – 10 points	4 – 7 points	0 – 3 points

**Local (match) funds and in-kind contributions are not required, but are encouraged.*

Sustainability (10 points maximum)		
<ul style="list-style-type: none"> • Clear evidence of sustainability after grant project ends. 	<ul style="list-style-type: none"> • Some evidence of sustainability after grant project ends. 	<ul style="list-style-type: none"> • No evidence of sustainability after grant project ends.
8 – 10 points	4 – 7 points	0 – 3 points

Innovation and Creativity (10 points maximum)		
<ul style="list-style-type: none"> • Project improves library services for target audience by introducing a new service. • Project uses new technologies, materials, or programs. • Creative use of LSTA funds that addresses a community need. • Project can be replicated at other Utah libraries. 	<ul style="list-style-type: none"> • Project improves library services for target audience by expanding on an existing service. • Project uses existing technologies, materials, or programs. • Builds on a project already funded with LSTA (either same library or another library in Utah). • Project may be replicated at other Utah libraries. 	<ul style="list-style-type: none"> • Project does not improve library services for target audience. • Project uses old technologies, dated materials, or programs. • Project does not employ any new ideas, activities or concepts, or is based on projects funded 5+ years ago. • Project is cannot be replicated.
8 – 10 points	4 – 7 points	0 – 3 points