

Scoring Rubric for Impact Grants

Project Scoring Total in Eleven Areas: 100 points

Relevance and appropriateness of the project design and activities to the goals and purpose of the Impact grant program will be considered in the scoring of all criteria. Members of the Grant Review Panel may score each criteria as follows:

- 0 points: Project does not meet the goals and purposes of the Impact grant program
- 1-3 points: Project partially meets the goals and purposes of the Impact grant program.
- 4-5 points: Project is a clear fit for the goals and purposes of the Impact grant program

1. Applicant Information:

Points: 5 max.	Applicants describe their library, their mission, strategic goals, and their capacity to complete the project successfully.	
0 points	1-3 points	4-5 points
<ul style="list-style-type: none"> Library, mission, and strategic goals not described No description of library's capacity to complete the project successfully. 	<ul style="list-style-type: none"> Library, mission and strategic goals partially or incompletely described. Provides some description of library's capacity to successfully complete project. 	<ul style="list-style-type: none"> Library, mission and strategic goals clearly described. Project Thorough description of library's capacity to successfully complete project.

For final score, Applicant Information score will be multiplied by a weight of 2 = 10 points max.

2. Community need:

Points: 5 max.	Applicants describe the community they serve, why the program is needed, and the target audience. Applicant also describes how the need was determined.	
0 points	1-3 points	4-5 points
<ul style="list-style-type: none"> Community to be served is not described. Provides no evidence of need for program; or community need does not relate to proposed project. Does not describe needs assessment process and/or how need was determined (i.e., no description of community served, demographic statistics, library records or evidence or surveys). 	<ul style="list-style-type: none"> Community to be served is partially or incompletely described. Provides partial/some evidence of need for program; community need vaguely relates to proposed project. Needs assessment process seems vague and incompletely describes how stated need was determined. 	<ul style="list-style-type: none"> Community is clearly defined. Provides clear and convincing evidence of need for program and why they are best suited to meet this need. Clearly describes needs assessment process including how stated need was determined (e.g., statistics, records, surveys).

For final score, Community Need will be multiplied by a weight of 2 = 10 points max.

3. Project activities:

Points: 5 max.	Applicants describe project activities from start to finish.	
0 points	1-3 points	4-5 points
<ul style="list-style-type: none"> Program activities lack definition and are unclear. Project appears to lack direction and planning, and does not relate to described needs. 	<ul style="list-style-type: none"> Services, programs and activities are defined. Project has direction and some relationship to described needs. 	<ul style="list-style-type: none"> Services, programs and activities are clearly defined, including timelines and resources required. Project shows evidence of clear direction and planning and strong relationship to described needs. Projects must include collaboration or acquire content as part of a consortium/group to receive top points.

For final score, Project activities score will be multiplied by a weight of 4 = 20 points max.

4. Innovation or Improvement:

Points: 5 max.	Applicants describe how the project is innovative for their community, or how the project will enhance or improve current programs and services and/or how the program/service integrates an established best practice in the field.	
0 points	1-3 points	4-5 points
<ul style="list-style-type: none"> No description of how project is innovative, an enhancement/improvement of current programs and services, and/or integrates established best practice in the field. 	<ul style="list-style-type: none"> Partial or incomplete description of how project is innovative, an enhancement/improvement of current programs or services, and/or integrates established best practice in the field. 	<ul style="list-style-type: none"> Makes a thorough case for how project is innovative, an enhancement/improvement of current programs or services, and/or integrates established best practice in the field.

For final score, Innovation or Improvement score will be multiplied by a weight of 1 = 5 points max.

5. Timetable:

Points: 5 max.	Applicants present a timetable for project activities within the project year (i.e., a list of actions with a date by which they will be accomplished.)	
0 points	1-3 points	4-5 points
<ul style="list-style-type: none"> Timetable is missing or incomplete (i.e., does 	<ul style="list-style-type: none"> Timetable exists, but is not clearly relevant to 	<ul style="list-style-type: none"> Timetable includes a list of actions with specific

not include a list of actions with specific target dates for completion).	achieving the project goals. <ul style="list-style-type: none"> • Timetable seems unachievable within the project period. 	target dates and is clearly relevant to achieving the established objectives. <ul style="list-style-type: none"> • Timetable seems achievable within the project period.
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For final score, Timetable score will be multiplied by a weight of 1 = 5 points

6. Alignment with desired outcome:

Points: 5 max.	Applicants explain how their project aligns with the desired uniform outcome: Select one of the outcomes listed in the program description.	
0 points	1-3 points	4-5 points
<ul style="list-style-type: none"> • Project does not align with desired uniform outcome, or description is not present. 	<ul style="list-style-type: none"> • Project only partially aligns with uniform goal. Description vague. 	<ul style="list-style-type: none"> • Project clearly aligns with uniform outcome.

For final score, Evaluation score will be multiplied by a weight of 2 = 10 points max.

7. Budget:

Points: 5 max.	Applicants provide a complete budget and budget narrative describing how costs were determined. All costs must be justified.	
0 points	1-3 points	4-5 points
<ul style="list-style-type: none"> • Budget incomplete. • Provides no narrative description (justification), beyond the budget column, of how funds will be spent. 	<ul style="list-style-type: none"> • Budget complete. • Budget narrative description exists but does not clearly relate to the project and sources for costs are not stated. • Items listed in the budget description do not match those in the budget form. • Costs do not seem reasonable and description is unclear. • No time given for staff to be hired, if appropriate. 	<ul style="list-style-type: none"> • Budget is complete and clearly describes how the dollars will be used for the project. • Clearly identifies source of stated costs and justification for their reasonableness. • Items listed in the budget description match those in the budget form. • Realistic timeline for hiring of new staff, if appropriate.

For final score, Budget score will be multiplied by a weight of 2 = 10 points max.

8. Personnel:

Points: 5 max	Applicants describe who is responsible for project activities and their qualifications to perform these duties.	
0 points	1-3 points	4-5 points
<ul style="list-style-type: none"> No description of key personnel and their qualifications to perform these duties. No job descriptions for new hires. No description of time spent on project by each staff member. 	<ul style="list-style-type: none"> Some description of key personnel and their qualifications. Partial or seemingly incomplete job descriptions available for new hires. Time spent on project by each staff member only partially identified and justified. 	<ul style="list-style-type: none"> Describes qualifications of key personnel in detail, including past experience with similar projects, and how each will contribute to the project's success. Full job descriptions provided for new hires. Time spent on project by each staff member identified and justified.

For final score, Sustainability score will be multiplied by a weight of 1 = 5 points max.

9. Evaluation/Documentation of Impact:

Points: 5 max	Applicants describe how they will accurately collect, maintain and provide the uniform measure: Select one of the measures listed in the program description. Note: agency will provide the survey instrument. This section describes how the grantee will administer the survey.	
0 points	1-3 points	4-5 points
<ul style="list-style-type: none"> Description of how measure will be collected, maintained and provided to TSLAC is not provided. 	<ul style="list-style-type: none"> Description of how measure will be collected, maintained and provided to TSLAC is vague or not complete. 	<ul style="list-style-type: none"> Description of how measure will be collected, maintained and provided to TSLAC is well described and complete.

For final score, Evaluation/Documentation of Impact score will be multiplied by a weight of 2 = 10 points max.

10. Marketing:

Points: 5 max	Applicants describe how they will publicize the programs or services to their community, and how they will share best practices and lessons learned with the library community.	
0 points	1-3 points	4-5 points
<ul style="list-style-type: none"> No description of how programs or services will be publicized or marketed to their community. No mention of sharing best practices or lessons learned with larger library community. 	<ul style="list-style-type: none"> Description of how programs or services will be publicized or marketed to their community is vague or not complete. Sharing best practices or lessons learned with larger library community is 	<ul style="list-style-type: none"> Description of how programs or services will be publicized or marketed to their community well described. Sharing best practices or lessons learned with larger library community is

	addressed but not clearly spelled out.	clearly described.
For final score, Marketing score will be multiplied by a weight of 1 = 5 points max.		
11. Sustainability:		
Points: 5 max	Applicants describe how the program or service will be supported with other funding after the grant period ends. Plans must demonstrate that the program will be continued after the close of the grant period.	
0 points	1-3 points	4-5 points
<ul style="list-style-type: none"> Description of resources used to support/sustain the project after grant completion is vague and unspecific. 	<ul style="list-style-type: none"> Some evidence of future support/sustainability described. 	<ul style="list-style-type: none"> Clear evidence of sustainability described. A written commitment of future support from governing bodies is provided, if appropriate. Projects must include collaboration or acquire econtent as part of a consortium or group to receive top points.
For final score, Sustainability score will be multiplied by a weight of 2 = 10 points max.		