



Sample Score Sheet for Evaluating Grants

This is a sample score sheet that can be tailored to use in reviewing grants at the voting meeting. Please note - the review criteria provided are based on a sample council's local priorities. The review criteria should be changed to reflect your council's definition of public benefit and any other local guidelines and priorities.

Applicant's Name _____

Project _____

How would you score this project in terms of:

Quality, Originality, and Creativity:

Score: _____

- Are the applicant's and/or partner's credentials satisfactory?
- Do the qualifications of the artist, humanist, or interpretive scientist leading the activity suggest the project will be of high quality?
- Are there technical considerations that would impact quality (lighting design expertise, teaching materials, appropriate workshop space, etc)?
- Does the project seem interesting, innovative or particularly original?

Community Benefit:

Score: _____

- Does the project serve and involve the community? Does it serve a particular segment of the community? Does it benefit an underserved population?
- Is the applicant a city/town resident?
- Does the project contribute to the cultural vitality and well-being of the community as a whole?
- Does the project address a community need?
- Does the project play a unique role specific to the community?
- How many residents will benefit from the project?

Planning:

Score: _____

- Is there sufficient planning? Does the timeline make sense to ensure quality in project implementation?
- Have the participants or intended audience been identified?
- Have the date, time and venue been set for the project's completion? Are contact names listed for any performances or showings in the area?

Budget:

Score: _____

- Is there a budget for marketing/publicity for any part of the project that is open to the public?
- Can the project be successful if partially funded?
- Has the applicant leveraged additional resources?

- Will the project be take place without council help? Have funds been requested from other sources?

TOTAL:_____/20

Rating Scale

The organization, program or project is:

5=Overall excellent in all criteria with no *major* weaknesses or failings in the strict context of that criteria

4=Very good in all criteria or excellent in almost all, with perhaps no more than one major area requiring attention, correction, or major improvement

3=Good/average in all criteria, or very good in some areas but weak in others with at least one or more criteria requiring attention

2=Weak in several areas, but not necessarily absent of some merit in some areas

1=Very weak in almost all areas of the criteria