



Library Service Expansion & Mini-Grant Program Scoring Rubric for grant applications

There are two categories under which a library may apply for funding in this program:

- One-Time Event Cost Support (up to \$250)
- Project Cost Support (up to \$1,000)

In each application, the following questions are posed.

- Total cost of project
- What specific expenditures will funding allow
- How will additional costs be funded
- When will the project funds be used
- Why should the project be funded
- What impact will the project have on the community

The application process was created originally to be simple and not overly time-consuming to complete. In this fifth year of the program, we find that additional criteria is needed in order to make tough decisions about which projects to fund, as we are now receiving more requests than we are able to fund.

In order to retain a simple process yet obtain maximum information to inform potential funding, we are providing a scoring rubric. Applicants are encouraged to use additional pages of text to explain any of their answers and to attach any documentation they feel would assist the Grants Committee in understanding the importance of their request. A statement of need is strongly encouraged.

The rubric on the following page will be used by the Grants Committee in scoring each submitted proposal. You may use the rubric as a checklist to assure you have provided adequate information in your application.

Grant Scoring Rubric

Basic Application Criteria (Objective):

Five points each (Total points available = 30)

	Application is submitted by the posted deadline
	Application is properly completed (use of proper category and associated funding limit)
	Application includes a total cost and indicates how additional costs would be covered
	Application gives a clear description of the project and what specific expenses grant funds would cover
	Application gives a clear indication of when the project would occur, and the dates fall within the specified grant period
	Application clearly describes the impact of the project on the community served by the library
	TOTAL

Application Worthiness (Subjective):

Ten points each (Total points available = 70)

	Project represents a good use of cooperative funds
	Requested funds are reasonable in order to enable the expected outcome
	Project can be accomplished within the stated time frame ("shovel ready")
	Project need is clear and compelling
	Stated impact on the community is well-described and beneficial
	No individuals or groups will be excluded from the benefit(s) of this project
	The requesting library would not be able to complete project without outside funds
	TOTAL

	GRAND TOTAL (Sum of all available points = 100)
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