

Local Government Records Management Improvement Fund Grant Application Evaluation Form

Applicant		Log#	
Category		Region:	
SubCategory			
\$ Request			
Total Score:			
Funding Recommendation:			
Rating Guidelines			
Scores Defined		Interpretation	
5	Outstanding	Applicant addresses the criterion with distinction	
4	Good	Applicant provides a cogent and convincing response to the criterion	
3	Adequate	Applicant addresses the criterion only competently	
2	Fair	Applicant addresses the criterion but is unconvincing, or the project is inherently weak in this regard	
1	Poor	Applicant mentions the criterion, but shows little or no understanding of the issues	
0	Unresponsive	Applicant does not address the criterion directly or indirectly	
		Criteria	Score
1.)	Statement of the Problem (20 Points)		
a.	Describes the specific records management problem the project will address, provides qualitative descriptions of and quantitative data about the problem, and explains why the project is a high priority. [10 points] (Multiply score of 0 – 5 x 2)		
b.	Identifies <i>specific</i> records that will be involved, and any previous grant-funded projects related to these records and this project. [5 points]		

<p>c. Explains why funding from this grant program is essential to accomplishing the project. For example, explains why funding is needed if funding was previously awarded for a similar project. [5 points]</p>	
<p>Comments</p>	
<p>2.) Intended Results (10 Points)</p>	
<p>a. Identifies each intended result and describes the anticipated benefits. [5 points]</p>	
<p>b. Describes in detail how the project will contribute to the development of a records management program. [5 points]</p>	
<p>Comments</p>	
<p>3.) Plan of Work (30 points)</p>	
<p>a. Provides a detailed outline of the proposed work activities and a timetable that shows when each phase of the project will be completed, demonstrates the soundness of the method proposed, and demonstrates that the project's goals are attainable by 30 June 2010. [15 points] (Multiply score of 0 – 5 x 3)</p>	
<p>b. Addresses each of the requirements of the relevant project category and subcategory. [10 points]</p>	
<p>c. Explains who will be responsible for performing each project activity, including project management. Indicates the qualifications of key project staff (including consultants and vendors) in terms of education, training, and experience. (5 points)</p>	
<p>Comments</p>	
<p>4.) Local Government Support [10 points]</p>	

a.	Demonstrates contributions to this project. [5 points]	
b.	Describes how this project and records management in general will be maintained over the long term. [5 points]	
Comments		
Budget Narrative and Forms (30 points) (to reach a score for each criteria)		
•	Explains how the proposed expenditures will be used to support the project activities. [15 points] (Multiply score of 0 – 5 x 3)	
•	Demonstrates that costs are reasonable and necessary to support the project activities and goals. [15 points] (Multiply score of 0 – 5 x 3)	
Comments		
Bonus Scoring (if applicable)		
1	Cooperative Project (10 points)	
2	1 st Time Inventory & Planning Project (5 points)	
3	Electronic Records Inventory projects (5 points)	
4	Email Management projects (5 points)	
Total initial score (carry over to top page):		
Comments		
Comments:		