APPENDIX F

FY 2015-2016 LSTA Grant Application Scoring Criteria

Section A: Cover Page	Required. No Score. If missing or incomplete, application may not be considered.
Section B: LSTA Eligibility Criteria Form	Required. No Score. If missing or incomplete, application may not be considered.

Section D: Project Narrative	Total in 10 Areas: 86 points

Project Format (5 points)

Level 1 (0-1 pts)	Level 2 (2-3 pts)	Level 3 (4-5 pts)
⇒ Document is single spaced ⇒ Narrative is substantially outside the 4-8 page requirement ⇒ No consistent size and type of font used ⇒ Margins are inconsistent throughout document ⇒ No citations for factual material presented ⇒ Many spelling and/or grammatical errors ⇒ Outline format used instead of narrative ⇒ Page orientation is landscape.	⇒ Double spacing is not consistent through-out the application ⇒ Project narrative slightly falls outside the 4-8 page requirement ⇒ Font other than Arial 10pt used in application ⇒ Citations included but document still has unreferenced material ⇒ Some spelling and/or grammatical errors ⇒ Margins are outside the required 1 inch	⇒ Document is double spaced ⇒ Project narrative is 4-8 pages in length ⇒ Use of Arial 10 pt font ⇒ Margins are 1 inch ⇒ All stated facts are cited ⇒ Little to no spelling or grammatical errors ⇒ Application is in a narrative format ⇒ Page orientation is portrait

Summary of the Project Request (12 points)

Level 1 (0-3 pts)	Level 2 (4-7 pts)	Level 3 (8-12 pts)
⇒ No evidence of need indicated or inadequate ⇒ Does not describe needs assessment process &/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 benefit will be to the targeted audience	⇒ Provides evidence of need ⇒ Partially describes needs assessment process and how stated need was determined ⇒ Provides some discussion on how needs will be met ⇒ Shows some connection between need and the goals of the proposed project ⇒ Some consideration given to actual benefits the targeted audience will receive	⇒ 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 concern given to benefits the targeted audience will receive

Project Goal(s)   (10 points)

Level 1 (0-3 pts)	Level 2 (4-7 pts)	Level 3 (8-10 pts)
⇒ Is not written as "The goal of this project is to……" ⇒ No specific population is included ⇒ No specific problem or opportunity is included ⇒ Do not relate to the needs statement ⇒ Does not address LSTA project guidelines	⇒ Is not written as "The goal of this project is to……" ⇒ Somewhat specifies a population the project or service is designed to reach ⇒ Somewhat identifies a problem or opportunity the project will attempt to address ⇒ Show some relationship to the needs statement ⇒ Mentions the LSTA project guidelines but no clear tie in to project	⇒ Written as "The goal of this project is to……." ⇒ Specifies a population the project or service is designed to reach ⇒ Specifies a problem or opportunity the project will attempt to address ⇒ Directly relates to the needs statement ⇒ Clearly addresses the LSTA project guidelines

Example: The goal of this project is to help parents and other caregivers develop early literacy skills in children from birth to age five.

Project Objective(s)   (10 points)

Level 1 (0-3 pts)	Level 2 (4-7 pts)	Level 3 (8-10 pts)
⇒ Show little or no relationship to goal(s) ⇒ Minimally uses SMART* format	⇒ Demonstrate some relationship with goal(s) ⇒ Uses some SMART* format	⇒ Relate directly to goal(s) and if achieved will make progress toward stated goal(s) ⇒ Demonstrate essential SMART* element format

***S**pecific, **M**easurable, **A**ttainable, **R**elevant or **R**ealistic, and **T**ime- phased

Example: By the end of the early literacy training workshop 60% of the attendees will be able to describe and demonstrate 4 new skills they have learned and will use in conducting early literacy workshops for parents.

Project Activities   (10 points)

Level 1 (0-3 pts)	Level 2 (4-7 pts)	Level 3 (8-10 pts)
⇒ Do not include methods and/or strategies for meeting project goals ⇒ Do not show linkage to measurable objectives	⇒ Describe methods and strategies for meeting project goals ⇒ Show linkages that are inconsistent and/or lack coherence	⇒ Clearly describe appropriate methods or strategies for meeting project goals ⇒ Show consistent and coherent linkage to measurable objectives

Project Outcomes   (18 points)

Level 1 (0-5 pts)	Level 2 (6-12 pts)	Level 3 (13-18 pts)
⇒ Does not include project outcomes ⇒ Does not address any of the impacts the project may have on or provide to the target audience ⇒ Does not address any of the benefits the project will have on or provide to the target audience	⇒ Briefly mentions project outcomes ⇒ Includes impact of 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	⇒ Clearly describe appropriate project outcomes ⇒ Show consistent and coherent linkage to target audience ⇒ Includes both impact and benefits the project will have on or provide to the target audience

		(4 points)
Level 1 (0-1 pts)	**Level 2** (2 pts)	**Level 3** (3-4 pts)
⇒ Does not address project staff qualifications ⇒ Does not address staff roles	⇒ Addresses staff qualifications ⇒ Briefly describes staff roles in the project	⇒ Describes staff qualifications that will contribute to the project's success ⇒ Explains role of staff clearly

Timeline		**(4 points)**
Level 1 (0-1 pts)	**Level 2** (2 pts)	**Level 3** (3-4 pts)
⇒ Timeline is missing or incomplete	⇒ Timeline exists, but is not clearly relevant to achieving the established objectives	⇒ Timeline is clearly relevant to achieving the established objectives

Project Evaluation		**(8 points)**
Level 1 (0-2 pts)	**Level 2** (3-5 pts)	**Level 3** (6-8 pts)
⇒ Does not relate clearly to goals, objectives, and outcomes ⇒ Will not determine success of the project ⇒ No funding for evaluation included in the budget	⇒ Provides partial linkage to goals, objectives, and outcomes ⇒ Provides some indication of the success of the project ⇒ Minimal amount included for evaluation	⇒ 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

Partnership		**(5 points)**
Level 1 (0-1 pts)	**Level 2** (2-3 pts)	**Level 3** (4-5 pts)
⇒ Applicant did not choose a partnership ⇒ If a partnership was chosen the application does not describe clearly how the partnership will work to achieve the project's goals ⇒ Applicant did not include Partnership Statement for organizations involved in the project.	⇒ Contains some references to a working partnership, and how the goals/objectives/activities will be accomplished ⇒ The libraries involved in the partnership appear to be eligible. ⇒ Applicant included Partnership Statement for some of the organizations involved in the project. ⇒ Partnership Statements were not complete.	⇒ Clearly describes a working partnership between two or more different library types ⇒ The partnership is clearly viable, the partners are eligible, and the patron's needs will be better met through the partnership ⇒ Applicant included complete Partnership Statement(s) for all organizations involved

Section E: Budget Form		**Total in 3 Areas: 7 points**

LSTA Funds Request		**(3 points)**
Level 1 (0 pts)	**Level 2** (1-2 pts)	**Level 3** (3 pts)
⇒ Items mentioned in the project summary have not been included in the budget ⇒ Costs are not allowable LSTA expenditures.	⇒ Most items mentioned in the project summary are reflected in the budget. ⇒ Most costs are allowable LSTA expenditures.	⇒ Includes all items mentioned in the project summary. ⇒ Costs are allowable LSTA expenditures.

In-Kind Cash Contributions		**(2 points)**
Level 1 (0 pts)	**Level 2** (1 pts)	**Level 3** (2 pts)
⇒ Offers no in kind contribution	⇒ Offers at least 10 % of LSTA amount requested as in kind contribution	⇒ Offers an in – kind cash match of significantly more than 10% of the LSTA amount requested

Cash Contributions		**(2 points)**
Level 1 (0 pts)	**Level 2** (1 pts)	**Level 3** (2 pts)
⇒ Offers no local cash for project	⇒ Offers local cash match of at least 15% of LSTA amount requested	⇒ Offers local cash match of significantly more than 15% of LSTA amount requested

Section F: Budget Narrative   Total in 2 Areas: 7 points

Budget Narrative		**(3 points)**
Level 1 (0 pts)	**Level 2** (1-2pts)	**Level 3** (3 pts)
⇒ Provides no description, beyond the budget sheet, of how funds will be spent	⇒ Does not clearly specify how the dollars will be used for the project ⇒ Items listed in the budget narrative do not match those in the budget form ⇒ Brief mention of who will be contributing matching funds	⇒ Clearly specifies how the dollars will be used for the project ⇒ Items listed in the budget narrative match those in the budget form ⇒ Describes who will be contributing matching funds

Leveraging of Funds/Sustainability		**(4 points)**
Level 1 (0 pts)	**Level 2** (1-2 pts)	**Level 3** (3-4 pts)
⇒ Shows no cooperation, collaboration, leveraging with other grants, programs, or agencies ⇒ No sustainability	⇒ Shows some cooperation/ collaboration/leveraging with other grants, programs, or agencies ⇒ Some evidence of sustainability	⇒ Shows outstanding cooperation/ collaboration/leveraging with other grants programs, or agencies ⇒ Clear evidence of sustainability