

ILLINOIS STATE LIBRARY
Illinois History Digital Imaging Review Scoring Rubric

Total 100 points possible.

All sections must be answered in full.

Question 7. Abstract - 10 Points

Analysis that the project overview is appropriate to share with the general public.

Excellent 8 - 10	<input type="checkbox"/> Focused, complete, concise, understandable and compelling. Includes an explicit description of the project including overview, goals and impact on the target audience.
Adequate 4 - 7	<input type="checkbox"/> Understandable but lacks important details (i.e., historical importance, formats and subjects to be digitized) and is not compelling.
Minimal 0 - 3	<input type="checkbox"/> Unclear, incomplete or poorly described.

Question 10. Administrative Capacity - 10 Points

- a. Analysis that the project relates to the applicant's mission or strategic plan.
- b. Analysis of the agency's capacity to support the project. This may include internal controls such as policies for procurement (e.g., bids required, purchase orders), hiring, inventory management or travel.
- c. Analysis of the qualifications of key staff to be involved with this project.

Excellent 8 - 10	<input type="checkbox"/> Clearly aligns with the mission or strategic plan of the applicant. <input type="checkbox"/> The administrative functions and internal controls of the applicant agency that will support the digital imaging project are well described, comprehensive and include significant details. <input type="checkbox"/> Clearly describes if digitization will be done by a vendor (the process for selection is explained). If digitization will be done in-house, the expertise exists or training is planned to ensure success. <input type="checkbox"/> Key Staff have significant years of experience with grant administration and digital imaging projects. There is no doubt that the key staff will provide excellent management.
Adequate 4 - 7	<input type="checkbox"/> Adequately aligns with the mission or strategic plan of the applicant. <input type="checkbox"/> The administrative functions and internal controls of the applicant agency that will support the digitization project are adequate and provide an adequate support structure or the capacity is outlined in very general terms. <input type="checkbox"/> Adequately describes if digitization will be done by a vendor or in-house. Key Staff have some years of prior experience with digital imaging projects or grant administration, but may lack important credentials. The project will have adequate management.
Minimal 0 - 3	<input type="checkbox"/> Unclear if the project aligns with the mission or strategic plan of the applicant. <input type="checkbox"/> The administrative functions and internal controls of the applicant agency that will support the digitization project are questionable, inadequate, not convincing or missing. <input type="checkbox"/> Unclear if the applicant will digitize using a vendor or do the work in-house. Key Staff have minimal prior experience with digital imaging projects or grant administration. Credentials are unclear, incomplete or poorly described. Management of the project is questionable.

If you have questions, contact the Illinois State Library at isl_grants@ilsos.gov or 1-800-665-5576 ext 2.

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Question 11. Project Description – 20 Points

- a. Analysis of the description of the project including details about the methods, activities and services to be provided, how they will be implemented, and how items budgeted will be used.
- b. Analysis of the involvement of partnering agencies. (If applicable)

Excellent 16 - 20	<input type="checkbox"/> The collection proposed for digitization is historically significant or relevant to cultural trends or events. <input type="checkbox"/> Items to be digitized are definitely original source. <input type="checkbox"/> The items to be digitized are interesting, unique and obvious demand currently exists for these materials. <input type="checkbox"/> High expectations are evident and there is obvious value or benefit by making this collection of materials available in digital format via the web. <input type="checkbox"/> The project adds value by including the development of curriculum, programs, presentations or other strategies to encourage the target audience to access and use the images. <input type="checkbox"/> For maximum points, the methods and strategies listed in the outcomes section align with the Project Description.
Adequate 8 - 15	<input type="checkbox"/> The collection for digitization is adequately historical and relevant or outlined in very general terms. <input type="checkbox"/> Whether the items are original source is not well documented. <input type="checkbox"/> Items are somewhat interesting, not necessarily unique, and rationale for current demand is adequate. <input type="checkbox"/> There is an adequate value or benefit by making these materials available in digital format via the web.
Minimal 0 - 7	<input type="checkbox"/> The collection is not clearly described, not significant or not relevant to historical or cultural trends, vague, incomplete, or not appropriate under the digitization offering. <input type="checkbox"/> The items to be digitized do not appear to be original source. <input type="checkbox"/> The items to be digitized are not interesting, duplicative of other online content, or not appropriate. <input type="checkbox"/> There appears to be minimal value or questionable benefit by making these materials available in digital format via the web.

Question 12. Target Audience and Need – 10 Points

Analysis of whether or not a target audience has been identified and the need has been demonstrated.

Excellent 8 - 10	<input type="checkbox"/> Clearly identifies and documents the people who will use the items to be digitized. <input type="checkbox"/> Statistics, reports or stories that document the need are excellent and demonstrate an awareness of the target audience need and how the need was determined. <input type="checkbox"/> There is compelling evidence presented that online access to these items will indeed make a difference for a target audience.
Adequate 4 - 7	<input type="checkbox"/> Adequately identifies the people who will use the items to be digitized. <input type="checkbox"/> Statistics, reports or stories that document the need are adequate and there is some supporting information about how the needs were determined. <input type="checkbox"/> This project will adequately address the needs of a target audience for online access to these items.

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Minimal 0 - 3	<input type="checkbox"/> Does not clearly identify or very generally documents the people who will use the items to be digitized. <input type="checkbox"/> Statistics, reports or stories to document the need are minimal, and there is little or no supporting information about the needs and how the needs were determined. <input type="checkbox"/> Whether this project will address the needs of a target audience for online access to these items is questionable or missing.
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Question 13. Project Schedule – 5 Points

Analysis of whether the timeline will support the successful achievement of proposed outcomes.

Excellent 4 - 5	<input type="checkbox"/> The time schedule is comprehensive, realistic and has more than sufficient time to accomplish the proposed activities and outcomes. <input type="checkbox"/> The schedule is well developed to ensure a successful completion of activities. <input type="checkbox"/> Applicant is aware of reporting dates.
Adequate 2 - 3	<input type="checkbox"/> The time schedule is adequate and has sufficient time to accomplish the proposed activities and outcomes. <input type="checkbox"/> Applicant may be aware of reporting dates.
Minimal 0 - 1	<input type="checkbox"/> The time schedule is minimal and when proposed activities and outcomes will be accomplished is questionable. <input type="checkbox"/> Key dates are missing.

Question 14. Outcomes and Methods - 15 Points

a. Analysis of outcomes that will be achieved as a result of this project.

b. Analysis of methods, activities or services to be implemented.

Excellent 11 - 15	<input type="checkbox"/> Outcomes identify the value, a benefit or potential impact for the intended users. (Increase use, improve access, expand knowledge...) <input type="checkbox"/> At least 3 outcomes are listed, and express if <materials> are digitized, then <this> will occur. <input type="checkbox"/> Methods, strategies and activities are described that will clearly achieve the outcomes.
Adequate 6 - 10	<input type="checkbox"/> Outcomes are adequate, but may lack specific details or may not be easily measured or achieved. <input type="checkbox"/> Methods, strategies and activities are described that will adequately achieve of the outcome.
Minimal 0 - 5	<input type="checkbox"/> Outcomes are inappropriate, poorly described, not achievable or not relevant. <input type="checkbox"/> Inappropriate or minimal methods, strategies and activities are described.

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Question 15. Evaluation - 10 Points

Analysis of whether the evaluation strategies are reasonable and adequate to assess the success of the project.

Excellent 8 - 10	<input type="checkbox"/> Evaluation strategies will clearly measure the success of the project; and levels of success in attaining the outcomes proposed.
Adequate 4 - 7	<input type="checkbox"/> Evaluation strategies are adequate, but may not measure the success of the project well.
Minimal 0 - 3	<input type="checkbox"/> Evaluation strategies are inappropriate, poorly described, or not measurable.

Question 16. Budget - 20 Points

Analysis of whether the budget is reasonable and adequate to support the project.

Excellent 16 - 20	<input type="checkbox"/> Budget amount is very reasonable and cost effective to support the activities proposed. <input type="checkbox"/> Items budgeted are appropriate and necessary. <input type="checkbox"/> Explanation is complete, easily understood, cost-effective and well justified.
Adequate 8 - 15	<input type="checkbox"/> Budget amount is reasonable and adequately supports the activities proposed. <input type="checkbox"/> Items budgeted are appropriate and probably necessary. <input type="checkbox"/> Explanation is somewhat limited or not well justified.
Minimal 0 - 7	<input type="checkbox"/> Budget amount is excessive or unreasonable to support the activities proposed. <input type="checkbox"/> Items budgeted may not be appropriate or may be questionable. <input type="checkbox"/> Explanation is incomplete, not easily understood, not cost-effective and not well justified.