

ILLINOIS STATE LIBRARY: PROJECT NEXT GENERATION REVIEW RUBRIC/SCORING SHEET

Project Number: _____ **Submitting Agency:** _____

Grant Reviewer: _____

Question 7: Abstract **Maximum 5 Points** **Score:** _____

The project abstract is appropriate to communicate and share with the public.

Excellent 4 - 5	Abstract is focused, complete, concise and understandable, and includes impact on or benefits for the target audience. The who, what, where, when and why are clear.
Adequate 2 - 3	Abstract is understandable, provides brief details (i.e., target audience), and is adequate.
Minimal 0 - 1	Abstract is unclear, incomplete, poorly described or missing details.

Question 10: Administrative Capacity **Maximum 10 Points** **Score:** _____

Describes the public library’s capacity to support the project. This may include internal controls such as policies for procurement (e.g., computer purchases, bids required), hiring, inventory management or travel. The narrative includes the qualifications of key staff/mentors to be involved with this project. If purchasing computers or paying for an internet connection is proposed, compliance with CIPA is required.

Excellent 8 - 10	Profiles the applicant public library agency. Specific details about applicable administrative functions, policies, procedures and financial controls are in place to provide excellent support for grant activities. There is no doubt that key staff/mentors are qualified and will provide excellent management.
Adequate 4 - 7	The library is profiled in general terms and management is adequate. Administrative functions and internal controls of the applicant agency to support the project provide an adequate support structure. Key staff have some years of prior experience working with the age group targeted or grant administration, and credentials are adequate.
Minimal 0 - 3	Administrative functions, technology accessibilities, staffing/mentors and policies are minimally described or unclear, or information is missing. Management may be questionable.

Question 11: Project Description **Maximum 20 Points** **Score:** _____

The narrative for the overall project includes details about the technology, methods, activities to be offered, how they will be implemented, and how items budgeted will be used. The narrative may include the involvement of partnering agencies (If applicable).

Excellent 16 - 20	Activities clearly encourage personal growth and/or the educational development of at-risk middle to high school students through the use of mentors, technology and library-initiated projects. Includes significant details and excellent descriptions about the activities and methods to engage students in learning. Items budgeted are integral to activities planned. There is obvious value and benefit for the target audience.
Adequate 8 - 15	Mentors, technology and projects are evident. Adequate descriptions explain the activities, technology and role of mentors. There is adequate value to the target audience.
Minimal 0 - 7	The activities and methods are minimally described or may be missing information or inappropriate. Benefits are not explained or are very weak.

ILLINOIS STATE LIBRARY: PROJECT NEXT GENERATION REVIEW RUBRIC/SCORING SHEET

Question 12: Target Audience and Need Maximum 15 Points Score: _____

The project identifies the target audience. The narrative explains the need or the problem. Statistics and demographic data (culture, poverty level and geographic locations data) may be used in identifying the targeted audience and their needs/problems.

Excellent 11 - 15	Clearly and completely identifies the primary target audience as at-risk middle to high school students or a subset. Using local statistics, demographic data and/or stories, a need or problem is clearly identified. Expresses why this project an excellent solution to address the need.
Adequate 6 - 10	Adequately provides information and data with middle to high school students or a subset identified as the primary target audience. Data, statistics, reports or stories briefly describe the students and their need. This project is an adequate solution to address the need.
Minimal 0 - 5	The target audience is not identified or is outside the scope of middle/high school students. The narrative omits statistics and demographic data about the target audience, and explanations are poorly written regarding a need/problem.

Question 13: Project Schedule Maximum 5 Points Score: _____

The narrative provides a timeline specifying months when key actions (e.g., planning, activities, instructions, events, evaluation and data collection) will take place to support the successful achievement of proposed outcomes.

Excellent 4 - 5	An excellent schedule lists dates/months to show when activities will occur: reporting deadlines, programs, events, field trips, what will happen when. For maximum points, the person/department responsible for implementation of the activity is listed.
Adequate 2 - 3	An adequate schedule is realistic with sufficient time to accomplish the proposed activities and outcomes. Details are adequate.
Minimal 0 - 1	The time schedule is minimal, and when activities will happen is vague or unclear. Key dates may be missing.

Question 14: Outcomes and Methods Maximum 15 Points Score: _____

The narrative describes one to four outcomes that will be achieved as a result of the project. The outcomes reflect changes in knowledge, skill, attitudes or the behaviors of the target audience. Each outcome describes the specific method, way, activity or service to be implemented that will achieve the desired outcome/result.

Excellent 11 - 15	Excellent outcomes are focused on the students and express the intended gain or change in the students' knowledge, skills, attitudes, behaviors, status or life condition as a result of participating in PNG activities. Outcomes are realistic and measurable. The methods, strategies and activities proposed will result in the desired outcome.
Adequate 6 - 10	Outcomes adequately identify changes, may be a mix of library and student focused and may or may not include a measurement to gauge success. Methods adequately describe the activities to be implemented and will probably achieve the outcomes proposed.
Minimal 0 - 5	Outcomes may be inappropriate, poorly described, not measurable or not relevant. Minimal or unsuitable methods, strategies and activities are described.

ILLINOIS STATE LIBRARY: PROJECT NEXT GENERATION REVIEW RUBRIC/SCORING SHEET

Question 15: Evaluation

Maximum 10 Points

Score: _____

The narrative provides strategies that will be used to assess the success of the project. Specific methods of evaluating are explained. (i.e., survey, review of administrative data, interviews, observations) The strategies are reasonable and adequate to support the project.

Excellent 8 - 10	Excellent evaluation strategies are designed to measure levels of success in achieving the outcomes. Evaluation of every aspect of the project is not necessary, but excellent evaluation will incorporate multiple tools or strategies for gathering and analyzing data.
Adequate 4 - 7	Evaluation strategies to assess the projects' success (or challenges) are adequately explained. Evaluation of every aspect of the project is not necessary, but an adequate evaluation will outline at least one tool or strategy to gather evaluative data.
Minimal 0 - 3	Evaluation strategies are inappropriate, poorly described or not measurable. Evaluation strategies are omitted or missing details.

Question 16: Budget

Maximum 20 Points

Score: _____

The narrative provides a budget that is reasonable and adequate to support the project. If salaries, wages and benefits are budgeted, clearly indicates no double dipping.

Excellent 16 - 20	Details are excellent. The total request is within the range of funding per the offering. Expenses are itemized, allowable and budgeted on the correct budget lines. The items budgeted are necessary and reasonable and clearly align with activities proposed. If computers or internet are budgeted, compliance with CIPA is addressed in the Administrative Capacity section.
Adequate 8 - 15	Details are adequate. The total request is within the range of funding per the offering. Items budgeted adequately align with activities proposed. Amounts are reasonable and necessary.
Minimal 0 - 7	Details are minimal. The total request may be incomplete or outside the range of funding per the offering. Items budgeted do not clearly align with the project description.

Total Score _____ 100 Points Maximum

Excellent = 100 - 78

Adequate = 77 - 40

Minimal = 39 - 0