

**Partnership for Arts & Culture Research/Creative Activities Grant Application
Evaluation Checklist**

Title: _____

Requirements (to be completed prior to the formal review of applications)

- _____ Proposal includes cover sheet signed by Department Chair, Unit Director/Coordinator.
- _____ Proposal includes signature of fiscal administrator

OVERALL SCORE: _____ out of 14.

Reviewer signature: _____ Date: _____

Assessment Grant Application Evaluation Rubric

Please rate each of the following areas. In the comments section, include information to facilitate the funding decision process and permit feedback if requested.

	0 pts.	1 pt.	2 pts.	Rating
Project description and significance	Project description is missing, unclear, or does not align with goals of RFP	Project is described and aligns with goals of RFP, but is unclear or incomplete; or significance is low	Description is full and clear; addresses significant need or gap	

Comments:

	0 pts.	1 pt.	2 pts.	Rating
Partnership, including history/plans, roles, and mutual interests	Partnership description is missing, unclear, or does not align with goals of RFP; or mutual benefits are not described	Partnership is described and aligns with goals of RFP, but description is incomplete or lacks feasibility	Partnership is described and aligns with goals of RFP; processes are feasible and adhere to good practice; benefits for all partners are	

			clear	
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Comments:

	0 pts.	1 pt.	2 pts.	Rating
Evaluation is tied to project objectives	Description of evaluation is missing, unclear, or does not align with project objectives.	Both formative and summative evaluation processes are described, but need improvement.	Formative and summative evaluation processes are described in full and will allow assessment of project implementation and effectiveness.	

Comments:

	0 pts.	1 pt.	2 pts.	Rating
Plan for dissemination of findings	Dissemination plan is missing, unclear, or does not include both academic and public dissemination	Dissemination plan is included, but insufficient details are mentioned and/or relevance to target audiences is weak.	Dissemination plans are clearly stated, detailed, and relevance to target audiences is strong.	

Comments:

	0 pts.	1 pt.	2 pts.	Rating
Anticipated next steps	Missing or unclear what this project will lead to	Implications and next steps are present, but unclear or lack feasibility	Proposal makes clear what this project may catalyze	

Comments:

	0 pts.	1 pt.	2 pts.	Rating
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Budget	Budget is incomplete or unreasonable	Budget is generally appropriate but some changes or clarifications are needed.	Budget is complete and reasonable.	
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Comments:

	0 pts.	1 pt.	2 pts.	Rating
Timeline	Timeline is missing or incomplete.	Timeline is generally adequate but some changes or clarifications are needed	Timeline is clear and in alignment with rest of proposal.	