

# HISTORICAL ARCHIVES AND RECORDS CARE (HARC) GRANTS *SAMPLE* EVALUATION SHEET

Applicant \_\_\_\_\_ Project No. \_\_\_\_\_

Assess each proposal using the criteria listed below. Listed with each grant section are requirements that must be met for maximum points. Award at least one point for providing the information; vary the number of points depending on the quality of the plan. Maximum possible score – 100.

**Project Description** (max 30 pts) Section Total \_\_\_\_\_

Describes the records and defines the importance of records in terms of research value (8 pts) \_\_\_\_\_

Project is high priority for funding [records are at risk; equipment, supplies, or training are necessary] (7 pts) \_\_\_\_\_

Defines the project activity and projected work products (10 pts) \_\_\_\_\_

Relates project to goals and previous/ongoing work of organization (5 pts) \_\_\_\_\_

**Work Plan/Timetable** (max 12 pts) Section Total \_\_\_\_\_

Provides chronology and explanation of steps required (6 pts) \_\_\_\_\_

Project is achievable based on work plan (6 pts) \_\_\_\_\_

**Personnel/Consultants** (max 10 pts) Section Total \_\_\_\_\_

Identifies project personnel by name and includes detailed job descriptions (3 pts) \_\_\_\_\_

Outlines responsibilities of personnel and includes resumes of key personnel (3 pts) \_\_\_\_\_

Personnel are qualified and appropriate (4 pts) \_\_\_\_\_

**Project Promotion** (max 10 pts) Section Total \_\_\_\_\_

Promotion plan defines intended audience and steps to be taken to promote the project (5 pts) \_\_\_\_\_

Promotion plan is appropriate and effective (5 pts) \_\_\_\_\_

**Public/Community Benefit and Support** (max 12 pts) Section Total \_\_\_\_\_

Defines how project benefits community and includes at least two letters of support (6 pts) \_\_\_\_\_

Project will effectively benefit community (6 pts) \_\_\_\_\_

**Project Budget** (max 14 pts) Section Total \_\_\_\_\_

Budget is detailed and allocates grant funds/match funds into categories of expenditures and specific costs (5 pts) \_\_\_\_\_

Budget is realistic, appropriate for project, and includes vendor quotes for services and product specifications, if applicable (9 pts) \_\_\_\_\_

**Accuracy, Completeness, and Merit** (max 12 pts) Section Total \_\_\_\_\_

Application is complete, accurate, and all requirements have been met (5 pts) \_\_\_\_\_

Project is worthwhile use of grant funds (7 pts) \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

Comments:

---

---

---

---

---