GARRETT COUNTY ARTS COUNCIL GRANT
REVIEW COMMITTEE SCORING GUIDELINES SHEET FOR
PROGRAM/PROJECT AND ARTS-IN-EDUCATION GRANTS

Organization: _____

Project Name:_____

Grant Type: **Program/Project**_____   **Arts-in-Education**_____

GCAC Funds Requested: $_____

Reviewers Initials: _____

REVIEWER CRITERIA:

- **Each item should be scored from 0 to the maximum points allowed for that item based on the reviewer's assessment of how closely the project meets the following criteria.**
- **Unless indicated as an either/or option, zero points should only be given if no information is provided or applicable.**
- **Comments and/or questions can be added at the end of the score sheet.**
- **Only award full points, e.g. 5 not 5.5 points.**

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1. Is this a NEW applicant? If yes, please award 5 points. If no, please award 0 points. **0-5 points**

(0 – 5 points)   _____

2. CONSISTENCY WITH GCAC MISSION AND/OR PROGRAMMING

Is the organization's general operating or program/project request <u>consistent</u> with the vision of the Garrett County Arts Council to have a vibrant and sustainable arts community for artists, their audiences, and the community at large; GCAC is committed to aiding, encouraging, advising, and coordinating activities dedicated to the promotion of cultural arts in Garrett County, and to integrate such activities into the life of our community. Since 1976, GCAC supports the following arts disciplines: visual art, music, theatre, dance, literary arts and culinary arts. Visit https://garrettarts.org/programs/ for more information about GCAC Programming.

- **20 points** = The organization's request **<u>directly</u>** aligns with GCAC's goals, objectives, and strategies. You can assign points between 11-20.
- **10 points** = The organization's request **<u>tangentially</u>** aligns with GCAC's goals, objectives, and strategies. You can assign points between 1-10.
- **0 points** = The organization's request **<u>does not</u>** align with GCAC's goals, objectives, and strategies. (If no points are awarded, this grant request is INELIGIBLE. Please stop scoring.

(0 – 20 points)   _____

Reviewer Comments & Justification:

3. PROGRAM / PROJECT NARRATIVE
- Clear, specific, and thorough explanation of the proposed arts activities with detailed evidence of significant impact to Garrett County's arts community. **0-15 points**

(0 – 15 points)   _____

Reviewer Comments & Justification:

4. BRIEF PROGRAM/PROJECT SUMMARY

- Clear, specific, and engaging short synopsis of the Program/Project or Arts-in-Education Narrative that can be used in GCAC marketing and reporting purposes. **0-5 points**

(0 – 5 points)   _____

Reviewer Comments & Justification:

5. AUDIENCE & COMMUNITY

- Clear and specific description of the scope of this project's impact for public benefit to Garrett County and inclusive of the local community. **0-5 points**
- Clear and specific community group(s) outlined within the region that will be engaged by these activities. **0-5 points**
- Direct and indirect benefits to one or more defined groups in the organization's geographic area of service. This could include either short-term impact via project activities or longer-term impact for the region. **0-5 points**

(0 – 15 points)   _____

Reviewer Comments & Justification:

6. EVALUATION

- Clear and specific description of success indicators for proposed activities in regards to project goals or arts-in-education. **0-10 points**
- Clear plan outlining how success will be measured as well as how the applicant will evaluate the data captured in the success measurement process. **0-10 points**

(0 – 20 points)   _____

Reviewer Comments & Justification:

7. TIMELINE

- Clear, specific and realistic timeline demonstrating when activities will take place and where funds will be expended. **0-10 points**
- Are the necessary steps/methods to accomplish those objectives clearly stated? **0-5 points**
- Is the program/project ready to proceed? **0-5 points**
- The program/project request addresses urgent need **0-5 points**

(0 – 25 points)   _____

Reviewer Comments & Justification:

8. EXPERTISE AND QUALIFICATIONS

- Clear and specific overview of organizational capacity, expertise, needs and any other factors relevant to proposed activities. **0-5 points**
- Existing operational staff/volunteers, and/or program/project personnel appropriately qualified to complete the project or descriptive plans to hire and/or partner with individuals or consultants who possess the necessary expertise. **0-3 points**
- Applicant organization is run by volunteers. If yes, please award 2 points. If no, please award 0 points. **0-2 points**

(0 – 10 points)   _____

Reviewer Comments & Justification:

9. BUDGET

- Applicant appears to be in "good financial standing" with financial documents clearly supporting organizational sustainability. – **0-5 points**
- The program/project budget contains the necessary expenditures to accomplish the proposed narrative goals. – **0-5 points**
- Costs outlined in the budget are reasonable and customary given the goals of the applicant and for the services or products being obtained. **0-5 points**
- Budget shows leveraged local and/or private investment? – **0-5 points**

(0 - 20 points)   _____

Reviewer Comments & Justification:

Total Reviewer Score (maximum 135 points)

Review Committee Program/Project and Arts-in-Education Grants Scoring Sheet