



**JESSE WHITE • Secretary of State & State Librarian**

Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

***WWW.CYBERDRIVEILLINOIS.COM***

**Illinois State Library  
FY 2015 DIGITAL IMAGING GRANT OFFERING  
REVIEW RUBRIC/SCORING SHEET**

**GRANT REVIEW PROCESS**

This is a competitive grant application and review process. Each grant application must stand on its own merit. Applicants are responsible for the completeness and accuracy of all information provided. Eligible applicants are required to submit:

- 1) Complete Digital Imaging Grant Program Application with an authorizing person's initials entered on page 1.
- 2) Complete Digital Imaging Grant Program Supplement, which includes assurances of copyright and CIPA compliance and three Dublin Core metadata records.
- 3) Email time/date stamp must be on or before Wednesday, October 1, 2014.

Illinois State Library staff and the Library Services and Technology Act Grant Review Committee will evaluate all eligible applications using the Review Rubric/Scoring Sheet.

Final recommendations for funding are made by the Illinois State Library with the grant awards subject to approval by the Secretary of State and State Librarian.

Only the awarded grant applications shall be considered public information. Working papers, individual reviewer's comments, notes and scores are not public information. Lists of awarded grants are announced in a press release on the Secretary of State's website.

**FINAL SELECTION PROCESS**

Selection factors that will be taken into account include:

- Availability of grant funds.
- Extent to which the proposed grant activities represent an appropriate use of grant funds.
- Reviewers' scoring sheets and average scores.
- Geographic distribution of the proposed grant awards.
- Applicant's past grant management performance.
- Possible duplication with other state funded initiatives.
- Earliest date and time of receipt of the complete application.

Grant Reviewer: \_\_\_\_\_

Submitting Agency: \_\_\_\_\_

Project Number: \_\_\_\_\_

**Question 7. Abstract**

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

Score: \_\_\_\_\_ **Maximum 5 Points**

Excellent 4 - 5	<input type="checkbox"/> Project overview is focused, complete, concise, understandable and compelling.
Adequate 2 - 3	<input type="checkbox"/> Project overview is understandable but lacks important details (i.e., target audience) and is not compelling.
Minimal 0 - 1	<input type="checkbox"/> Project overview is unclear, incomplete, poorly described or missing.

**Question 10. Administrative Capacity**

- a. 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.
- b. Analysis of the qualifications of key staff to be involved with this project.

Score: \_\_\_\_\_ **Maximum 10 Points**

Excellent 8 - 10	<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 or in-house, and if the applicant will work with RAILS and/or IHLS. If by a vendor, the process for selection is explained. <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"/> 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 or in-house, and if the applicant will work with RAILS and/or IHLS. If by a vendor, the process for selection is explained. <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. <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, and if the applicant will work with RAILS and/or IHLS. <input type="checkbox"/> 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"/> 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, and if the applicant will work with RAILS and/or IHLS. <input type="checkbox"/> 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.

**Question 11. Project Description**

- a. Analysis of the overall 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)

Score: \_\_\_\_\_

**Maximum 20 Points**

Excellent 16 - 20	<input type="checkbox"/> The collection proposed for digitization is clearly significant and relevant to historical or cultural trend 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 are described in 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 the 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**

Analysis of whether or not the need has been demonstrated for the targeted audience.

Score: \_\_\_\_\_

**Maximum 15 Points**

Excellent 11 - 15	<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 6 - 10	<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.
Minimal 0 - 5	<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.

**Question 13. Project Schedule**

Analysis of whether the time schedule will support the successful achievement of proposed outcomes.

Score: \_\_\_\_\_

**Maximum 5 Points**

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**

- a. Analysis of outcomes that will be achieved as a result of this project.  
 b. Analysis of methods, activities or services to be implemented.

Score: \_\_\_\_\_

**Maximum 15 Points**

Excellent 11 - 15	<input type="checkbox"/> Outcomes are specific, measurable, achievable, and relevant. At least three outcomes are listed. <input type="checkbox"/> At least one outcome measures changes in the knowledge, skills, attitudes or behavior of the target audience. <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 measurable, not achievable or not relevant. <input type="checkbox"/> Inappropriate or minimal methods, strategies and activities are described.

**Question 15. Evaluation**

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

Score: \_\_\_\_\_

**Maximum 10 Points**

Excellent 8 - 10	<input type="checkbox"/> Evaluation strategies will clearly measure the success of the project.
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**

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

Score: \_\_\_\_\_

**Maximum 20 Points**

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.

**Total Score** \_\_\_\_\_ **100 points maximum**

**Comments to share with the applicant:**