



# Community Cultural Grant Program **Evaluation Guidelines**

## INSTRUCTIONS

### **Scoring**

Each application is to be scored on a scale of 1-10 for each of 9 criteria, according to the evaluation questions contained in this document. Scores will be averaged among panelists, and full or partial funding recommended based on the average score and distribution of scores for all projects evaluated in the funding cycle. The committee will determine final distribution of funds.

### **Funding Recommendation**

Suggested guidelines:

Application evaluation score of <45: project not recommended for funding

Application evaluation score of 45–70: project recommended for partial funding (level to be determined by committee)

Application evaluation score of 70–90: project recommended for full funding

## EVALUATION QUESTIONS

### **Part I: Funding**

1. Does the project anticipate funding from diverse sources?
2. Does the total budget seem adequate for the scope of the project?
3. Can the project succeed without the full HRC grant amount requested?

### **Part II: Collaboration**

1. Is the applicant working with other individuals or groups (local, regional, or national)?
2. Are new partnerships being explored/formed through this project?
3. Will the success of this project likely lead to repeat events and/or additional collaboration?

### **Part III: Audience**

1. Does the proposed project and/or its audience represent a significant number of people who are from traditionally underserved/underrepresented groups in the Valparaiso community?
2. Does the project effectively raise awareness of an underrepresented group or issue?
3. Is there a plan to effectively measure the project impact?