



EVALUATION RUBRIC: Micro Grant Application

Each answer will be scored on a scale of 1-5. 1 = weakest and 5 = strongest

	1	5
<i>What is your mission statement?</i>	Mission has <u>little to no focus</u> on arts and culture, with no exception granted.* Mission is <u>not clear</u> and <u>not concise</u> . Mission provides <u>little to no understanding</u> of the organization's purpose.	Mission is <u>fully focused</u> on arts and culture.* Mission is <u>clear and concise</u> . Mission provides a <u>full understanding</u> of the organization's purpose.
	*If org has an approved exception, arts and culture mission focus is not required.	
<i>Why is your organization needed in the community?</i> <i>How do you know this?</i>	The community need is <u>not defined</u> . This need is identified with <u>little to no</u> community input. The context of the community served is <u>not</u> defined.	The org's services fill a <u>clearly</u> defined community need. This need is identified with <u>significant</u> community input. The context of the community served is <u>clearly defined</u> .
<i>What do you do?</i> <i>Provide a brief description of your programs. Be sure to include information on how frequent your programming is.</i>	Programs and services to community are <u>not</u> defined. <u>Little to no</u> programming details are provided. Many details are missing. Programs <u>have little to no alignment</u> with Mission and Need.	Programs and services to community are <u>clearly defined</u> . <u>Full</u> programming details are provided, including frequency, duration, type of programming. Programs <u>fully</u> align with Mission and Need.

<i>Provide the number of people and any demographic information you collect about the people you serve annually.</i> <i>If you do not track demographics of the people you serve, please share the reason why, describe any barriers you experience in collecting this information, and tell us what assistance or guidance would help you do so.</i>	The community served is <u>not</u> defined. <u>Little to no</u> demographics are provided for the community served. If demographics are not provided, there is <u>little to no</u> understanding as to why this is the case.	The community served is <u>clearly</u> defined, including the annual number served. <u>Detailed</u> demographics are provided for the community served. If demographics are not provided, there is a <u>clear</u> understanding as to why this is the case.
<i>What will you use the funds for?</i> <i>Be sure to include a brief project description and timeline.</i> <i>Describe any partnerships or collaborations that are specific to the project.</i>	The purpose of the funds is <u>not</u> defined. There is <u>little to no</u> understanding of the scope of the project. The project <u>does not seem</u> realistic or achievable.	The purpose of the funds is <u>clearly</u> defined. There is a <u>clear</u> understanding of the scope of the project. The project is realistic and achievable.
<i>Based on your goal above, what will success look like for our organization once you have utilized the funds?</i>	Success is <u>not</u> defined. Success is <u>not tied</u> to the purpose of the funds.	Success is <u>clearly</u> defined. Success is tied <u>directly</u> to the purpose of the funds.
<i>Uploads</i>	For evaluators: Uploads are optional. If an org does not include uploads, this does not have a negative impact on the evaluation. The purpose of uploads is to: 1. Enhance the story of the organization, and/or, 2. Supplement the narrative provided If the upload influences your scoring of any narrative questions, please detail that in the corresponding comment box.	

EVALUATION RUBRIC: Capacity Building + General Operating Application

Each answer will be scored on a scale of 1-5. 1 = weakest and 5 = strongest

	1	5
What is your mission statement?	Mission has <u>little to no focus</u> on arts and culture, with no exception granted.* Mission is <u>not clear</u> and <u>not concise</u>. Mission provides <u>little to no understanding</u> of the organization's purpose.	Mission is <u>fully focused</u> on arts and culture.* Mission is <u>clear and concise</u>. Mission provides a <u>full understanding</u> of the organization's purpose.
	<i>*If org has an approved exception, arts and culture mission focus is not required.</i>	
Why is your organization needed in the community? How do you know this?	The community need is <u>not defined</u>. This need is identified with <u>little to no</u> community input. The context of the community served is <u>not</u> defined.	The org's services fill a <u>clearly</u> defined community need. This need is identified with <u>significant</u> community input. The context of the community served is <u>clearly defined</u>.
Provide a brief description of your programs. How do your programs address the need you have identified in your community?	Program services are <u>not</u> defined. Program services have <u>little to no</u> alignment with the identified community need.	Program services are <u>clearly</u> defined. Program services <u>fully</u> align with the identified community need.

Provide the number of people and any demographic information you collect about the people you serve annually. If you do not track demographics, please tell us why.	The community served is <u>not</u> defined. <u>Little to no</u> demographics are provided for the community served. If demographics are not provided, there is <u>little to no</u> understanding as to why this is the case.	The community served is <u>clearly</u> defined, including the annual number served. <u>Detailed</u> demographics are provided for the community served. If demographics are not provided, there is a <u>clear</u> understanding as to why this is the case.
What problem are you solving with this Capacity-Building focus? How do you know this focus area is in need of Capacity-Building support?	The problem is <u>not</u> defined. There is <u>little to no</u> understanding of why this problem exists.	The problem is <u>clearly</u> defined. There is a <u>deep</u> understanding of why this problem exists.
Why is it a priority for your organization to take on this Capacity-Building project at this time? What steps have you already taken to prepare for or lay the groundwork for this project?	There is <u>little to no</u> understanding of why this project is a priority. This <u>does not seem to be</u> the right time for the project. The organization has dedicated <u>little to no</u> effort* towards this project. * Examples of tangible efforts may include: • Staff and/or Board discussion on diagnosing the problem • General outline of goals and potential solutions • Documented learning and research about the problem and potential solutions	There is a <u>clear</u> understanding of why this project is a priority. This is <u>clearly</u> the right time for the project. The organization has dedicated <u>tangible</u> effort* towards this project.

<i>What are your objectives in this focus area?</i>	The SMART goal framework is <u>not</u> complete or missing significant information. The SMART goal framework <u>does not seem</u> realistic or organized. Goals <u>do not</u> tie back to the problem to be solved.	The SMART goal framework <u>is</u> complete. The SMART goal framework <u>is</u> realistic and organized. Goals <u>clearly</u> tie back to the problem to be solved.
<i>Which Staff Member will lead this capacity-building work?</i> <i>How many hours does the Lead Staff Member work each week? On average, how many hours will the Lead Staff Member dedicate to this Capacity-Building work each week?</i> <i>How will this Staff Member be supported in this Capacity-Building work?</i>	The Staff Member is <u>not</u> defined. The Staff Member has <u>little to no</u> time to dedicate to the Capacity-Building work. The Staff Member has <u>little to no</u> supports to be successful in the Capacity-Building work.	The Staff Member is <u>clearly</u> defined. The Staff Member has the <u>appropriate</u> amount of time to dedicate to the Capacity-Building work. The Staff Member has the <u>appropriate</u> supports to be successful in the Capacity-Building work.
<i>Which Board Member will partner with the Lead Staff Member in this Capacity-Building work?</i> <i>Upload a letter from the Board indicating specific support for the Capacity-Building focus area(s) identified in the application.</i>	A Board Member is <u>not</u> defined. The Board letter demonstrates <u>little to no</u> understanding of the focus area(s). The Board letter indicates <u>little to no</u> support from Board members.	A Board Member is <u>clearly</u> defined. The Board letter demonstrates a <u>deep</u> understanding of the focus area(s). The Board letter indicates <u>full</u> support from <u>all</u> Board members.

<i>Please submit a budget detailing the anticipated costs of your Capacity-Building project.</i>	Budget is <u>missing significant</u> expenses. Individual line items are <u>unclear</u> and total amounts are <u>inaccurate</u> . If allocating to both Capacity-Building AND General Operating* expenses, this allocation is <u>not</u> labeled. If applicable, additional funding sources are <u>not</u> labeled**.	Budget provides <u>complete</u> costs. Individual line items are <u>clear</u> and total amounts are <u>accurate</u> . If allocating to both Capacity-Building AND General Operating* expenses, this allocation is <u>clearly</u> labeled. If applicable, additional funding sources are <u>clearly</u> labeled**.
	* General Operating expenses may be no more than 50% of the budget. **Additional funding sources are requested only if the budget is more than the total award of \$15,000.	

EVALUATION RUBRIC: Year 2 Capacity Building & General Operations Grant

(for 2024 Capacity Building grantees **ONLY**)

Each answer will be scored on a scale of 1-5. 1 = weakest and 5 = strongest

1

5

<i>Provide an update on your capacity building project.</i> <i>Be sure to refer to your original SMART goals in your answer.</i> <i>If your project deviated from the SMART goals, explain what the deviation is and why this change was needed.</i>	Project has made <u>little to no</u> progress. There is <u>little to no</u> reference to the original SMART goals. Updates are provided on <u>little to no</u> SMART goals. If the project has deviated from the original plan, there is <u>little to no</u> understanding of why this change needed to happen. There is <u>little to no</u> plan for next steps.	Project is making <u>reasonable</u>* progress. The original SMART goals <u>are fully</u> referenced in the answer. Updates are provided on <u>all aspects</u> of the SMART goals. If the project has deviated from the original plan, there is a <u>clear</u> understanding of why this change needed to happen. There is a <u>clear</u> plan for next steps.
	<i>*Grant funds were received by organizations in February 2025. Reasonable progress takes into account activities achieved between February through August 2025.</i>	
<i>What have you learned through this capacity building process?</i> <i>How has your thinking evolved as a result of this capacity building work?</i>	Little to no learnings, as a result of the capacity-building project are articulated. The organization demonstrates little to no intentionality in its approach.	Clear learnings, as a result of the capacity-building project, are articulated. The organization demonstrates intentionality in its approach.

<i>How does this application for a 2nd year of capacity building funding come out of your learnings and thinking?</i> <i>What will you utilize the 2nd year of funds for? (The maximum award is \$10,000. Up to \$5,000 may be used for general operating support.)</i>	The organization demonstrates <u>little to no</u> strategy in its plan for a 2nd year of capacity-building funding. The Year 2 plan has <u>little to no</u> relationship to the initial project and/or learnings. The plan to utilize the Year 2 funds is <u>unclear and unrealistic</u>.	The organization is <u>strategic</u> in its plan for 2nd year of capacity-building funding. The Year 2 plan is a <u>reasonable outgrowth</u> of the initial project and/or learnings. There is a <u>clear and realistic</u> plan to utilize the Year 2 funds.
<i>Do you have 2024 Capacity Building grant funds remaining? If so, what is the amount?</i> <i>What is your plan to spend down these grant funds?</i> <i>Upload an updated budget reflecting expenses incurred against the capacity building project to date.</i>	There is <u>little to no</u> accounting of funds used to date. There is <u>little to no</u> plan to spend down remaining funds. Budget is <u>missing significant</u> expenses. Individual line items are <u>unclear</u> and total amounts are <u>inaccurate</u>.	There is a <u>clear</u> accounting of funds used to date. There is a <u>clear and realistic</u> plan to spend down remaining funds. Budget provides <u>complete</u> costs. Individual line items are <u>clear</u> and total amounts are <u>accurate</u>.
<i>Cohort Meeting Attendance</i>	The organization has <u>missed</u> the majority of meetings. If meetings were missed, there is <u>little to no</u> explanation for the absence(s).	The organization has <u>participated</u> in the majority of meetings. If meetings were missed, there is a <u>reasonable</u> explanation for the absence(s).