



**QUESTION 1: Please attach a job description for the position that is to be supported by the Operational Staffing Grant.**

The job description must clearly outline:

- A) The role and responsibilities of the position (3 points)
- B) The qualifications, experience, or competencies required (3 points)

A) The role and responsibilities of the position outlined in the job description:

| 0  | 1   | 2   | 3   |           |
|--|---|---|---|-----------|
| No roles or responsibilities are provided in the job description | Are very general and require more clarity | Lack minor details but are relevant to the position | Are well defined and relevant to the position | <b>/3</b> |

B) The qualifications, experience, or competencies required outlined in the job description:

| 0                | 1  | 2   | 3   |           |
|------------------|--|---|---|-----------|
| Are not provided | Are very general and weakly linked to the position | Lack minor details but are relevant to the position | Are well defined and relevant to the position | <b>/3</b> |

**Comments:**

**QUESTION 2: Please identify one formal or informal learning opportunity in the coming year that aligns with this position's responsibilities, and how the museum will support the staff member to participate in that opportunity.**

| 0  | 1  | 2  | 3   |           |
|--|--|--|---|-----------|
| No relevant learning opportunity is identified | A relevant learning opportunity is identified but not tied to the position's responsibilities and is not supported by the museum | A relevant learning opportunity is identified and tied to the position's responsibilities, but it is not clearly supported by the museum | A relevant learning opportunity is identified, clearly tied to the position's responsibilities, and clearly supported by the museum | <b>/3</b> |

**Comments:**

**QUESTION 3: What impact or positive change will this position have on your museum?**

| 0  | 1   | 2   | 3   | 4  | 5  |           |
|--|---|---|---|--|--|-----------|
| Narrative does not describe the expected impact or positive change of the position on the museum | Expected impact or positive change described lacks significance and major details | Expected impact or positive change described is implied and lacks major details | Expected impact or positive change described is clear but lacks minor details | Expected impact or positive change described is clear and is significant to the museum | Expected impact or positive change described is transformational and clearly and concretely outlined | <b>/5</b> |
| <b>Comments:</b>   |   |   |   |  |  |           |

**QUESTION 4: How will this position support the museum's community engagement work?**

| 0  | 1   | 2   | 3   | 4   | 5  |           |
|--|---|---|---|---|--|-----------|
| Narrative does not outline how the position will support community engagement for the museum | Community engagement described lacks significance and major details | Community engagement described is implied and lacks major details | Community engagement described is clear but lacks minor details | Community engagement described is clear and is significant to the community | Community engagement described is transformational and clearly and concretely outlined | <b>/5</b> |
| <b>Comments:</b>   |   |   |   |   |  |           |

**QUESTION 5: Identify one aspect of your museum’s long-term plan with which this position aligns.**

| 0  | 1  | 2   | 3   |           |
|--|--|---|---|-----------|
| Narrative does not describe a long-term plan | Long-term plan described is of unclear relevance and lacks details | Long-term plan described has an implied relevance and includes most details | Long-term plan described is relevant, clear, and detailed | <b>/3</b> |
| <b>Comments:</b>                             |  |   |   |           |

**QUESTION 6: Provide one example of how the position will help to achieve this aspect of the long-term plan in the coming year.**

| 0   | 1   | 2  | 3  | 4  | 5   |           |
|---|---|--|--|--|---|-----------|
| Narrative provides no information as to how the position will help to achieve long-term plans | Narrative provided does not strongly link the position to long-term plans | Narrative provided weakly links the position to long-term plans, position contribution to achieving long-term plans is unclear | Narrative provided clearly links the position to long-term plans but lacks major details on their contribution | Narrative provided clearly links the position to long-term plans but lacks small details on their contribution | Narrative clearly and concretely links the position to long-term plans; the position clearly contributes to achieving long-term plans | <b>/5</b> |
| <b>Comments:</b>  |   |  |  |  |   |           |

**QUESTION 7: What steps will the museum take to ensure that this position is sustainable beyond the timelines of this grant?**

| 0  | 1  | 2   | 3   |           |
|--|--|---|---|-----------|
| Narrative provides no information as to how the position will be sustained into the future | Narrative describes few details as to how the position will be sustained into the future | Narrative describes a plan lacking minor details as to how the position will be sustained into the future | Narrative describes a comprehensive plan to ensure that the position is sustained into the future | <b>/3</b> |
| <b>Comments:</b>   |  |   |   |           |

**Budget Sheet:** Using the Budget Sheet provided, show your anticipated expenditures and revenues from all sources.

A) Budget Free of Mathematical Errors, and the number of hours to be worked per week indicated for wage positions.

| 0  | 1   |           |
|--|---|-----------|
| Budget has mathematical errors and/or the number of hours to be worked per week are not indicated for wage positions | Budget is free of mathematical errors and numbers of hours to be worked per week are indicated for wage positions | <b>/1</b> |

B) Budget Sheet lists revenues from eligible sources. Does not include revenues from Government of Alberta grants (e.g., Community Initiatives Program)

| 0   | 1  |           |
|---|--|-----------|
| Budget Sheets lists revenues from ineligible sources. Includes revenues from Government of Alberta grants (e.g., Community Initiatives Program) | Budget Sheet lists revenues from eligible sources. Does not include revenues from Government of Alberta grants (e.g., Community Initiatives Program) | <b>/1</b> |

C) Budget Sheet lists Mandatory Employer Related Costs, which includes Employment Insurance, Canada Pension Plan, Workers' Compensation Premiums, Vacation Pay, and Statutory Holiday Pay. Employer-provided benefits and pension contributions should be included if applicable.

| 0   | 1   |           |
|---|---|-----------|
| Budget Sheet does not list Mandatory Employer Related Costs, which includes Employment Insurance, Canada Pension Plan, Workers' Compensation Premiums, Vacation Pay, and Statutory Holiday Pay. Employer-provided benefits and pension contributions should be included if applicable | Budget Sheet lists Mandatory Employer Related Costs, which includes Employment Insurance, Canada Pension Plan, Workers' Compensation Premiums, Vacation Pay, and Statutory Holiday Pay. Employer-provided benefits and pension contributions should be included if applicable | <b>/1</b> |

D) Ineligible expenses are not included in the budget (for example, professional development funds, wages or salaries for specialized contracts or consultant fees, and no expenses or matching contributions incurred before the grant deadline)

| 0  | 1  |           |
|--|--|-----------|
| Ineligible expenses are included in the budget (for example, professional development funds, wages or salaries for specialized contracts or consultant fees, and no expenses or matching contributions incurred before the grant deadline) | Ineligible expenses are not included in the budget (for example, professional development funds, wages or salaries for specialized contracts or consultant fees, and no expenses or matching contributions incurred before the grant deadline) | <b>/1</b> |

E) Donations-in-kind, including volunteer labour, are not listed as matching contributions

| 0   | 1   |           |
|---|---|-----------|
| Donations-in-kind, including volunteer labour, are listed as matching contributions | Donations-in-kind, including volunteer labour, are not listed as matching contributions | <b>/1</b> |

**Comments:**

**APPLICATION TOTAL:**

**/35**