



## Institutional Grants Category Jury Scoring Sheet

Application Section	Point Distribution	Score	
<b>A. Project Description and Need</b>			
1. What will be done and how?	<ul style="list-style-type: none"> <li>A general description of the project and how the outcomes will be accomplished are clearly described.</li> </ul>	/3	<b>Total</b> /6
	<ul style="list-style-type: none"> <li>A timeline that identifies the schedule of activities and who is responsible for each activity is provided.</li> </ul>	/3	
2. Describe the impact this project will have on your museum and community.	The narrative specifically addresses: <ul style="list-style-type: none"> <li>The project's positive impact within the museum's communities (e.g., heritage, education, or collaboration with other community organizations)</li> </ul>	/4	<b>Total</b> /6
	<ul style="list-style-type: none"> <li>The project's merit in providing new information, techniques or skills useful to museum workers or custodians of Alberta's heritage.</li> </ul>	/2	
3. Discuss the need for this project in connection to your museum's vision, mission, and long term plans.	<ul style="list-style-type: none"> <li>The project need is clearly supported by evidence gathered at the museum (e.g., visitor feedback, staff feedback, community engagement, or strategic planning).</li> </ul>	/2	<b>Total</b> /7
	<ul style="list-style-type: none"> <li>The project need is clearly connected to the museum's vision and mission statements (quoting the statements makes it easier for the Jury to make this connection).</li> </ul>	/3	
	<ul style="list-style-type: none"> <li>The project need is clearly connected to the museum's long-term plans.</li> </ul>	/2	
<b>B. Museum Standards and Facets of Sustainability</b>			
1. Identify three applicable standards outlined in the <i>AMA's Standard Practices Handbook for Museums 3<sup>rd</sup> Ed</i> that support this project and discuss how the project is meeting these standards, or will assist your museum to meet these standards.	Three standards that are directly relevant to the project are quoted, <b>including page numbers</b> , and the narrative addresses <i>how</i> the project activities will meet the identified standards or help their museum meet these standards.		<b>Total</b> /9
	<ul style="list-style-type: none"> <li>Standard 1</li> </ul>	/3	
	<ul style="list-style-type: none"> <li>Standard 2</li> </ul>	/3	
	<ul style="list-style-type: none"> <li>Standard 3</li> </ul>	/3	

2. Discuss how the project will assist the museum to strengthen its sustainability in one or more of the facets of sustainability as outlined in the <i>Sustainability Working Group Recommendations Report</i> .	<ul style="list-style-type: none"> <li>The narrative addresses <i>how</i> the project activities will assist the museum to strengthen its sustainability in one or more of the facets of sustainability.</li> </ul>	/5	<b>Total</b> /5
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### C. Personnel

1. Who will be involved in the project?	<ul style="list-style-type: none"> <li>A complete list of the personnel involved in the project, including the roles of each individual, is provided.</li> </ul>	/2	<b>Total</b> /2
2. Discuss how the individual(s) involved has, or will acquire, the appropriate knowledge of museum theory and practice in the applicable area(s). For the individual(s) leading the project, attach a résumé if the individual(s) is already in place or a job description if the individual(s) is not yet hired.	<ul style="list-style-type: none"> <li>The narrative outlines the appropriate knowledge of museum theory and practice possessed by, or available to, the project personnel. This may be done by: <ul style="list-style-type: none"> <li>Describing the individual(s) previous training and experience;</li> <li>Describing how the individual(s) will acquire the required knowledge of museum theory and practice; or,</li> <li>Details the external resources that will be utilized to complete the project.</li> </ul> </li> </ul>	/3	<b>Total</b> /5
	<ul style="list-style-type: none"> <li>A résumé(s) or job description(s) is attached for the individual(s) leading the project.</li> </ul>	/2	

### D. Evaluation

1. How will you know that the project is successful?	<ul style="list-style-type: none"> <li>The narrative describes how you will measure project success (i.e. what evaluation methods will be used, such as visitor comments, written surveys, or focus groups).</li> </ul>	/2	<b>Total</b> /6
	<ul style="list-style-type: none"> <li>What does project success look like (i.e. what will you be looking for)?</li> </ul>	/2	
	<ul style="list-style-type: none"> <li>How will you determine if you were successful?</li> </ul>	/2	

### Application Budget Sheet

1. Using the Budget Sheet provided, show your anticipated expenditures and revenues from all sources, including your cash and in-kind contributions. Indicate if cash contributions are Confirmed or Anticipated (include both in the Revenue Total).	<ul style="list-style-type: none"> <li>Expenses on the budget are clearly related to the project outlined in the narrative. For wages, please indicate the number of hours dedicated to the project. Notes should be attached for costs that may be unclear to the Jury.</li> </ul>	/3	<b>Total</b> /5
	<ul style="list-style-type: none"> <li>The original budget submitted was free of errors.</li> </ul>	/1	
	<ul style="list-style-type: none"> <li>Supporting documentation is provided for the expenses outlined.</li> </ul>	/1	

**Application Total      /51**