



Operational Staffing Grants Category Jury Scoring Sheet

Application Section	Point Distribution	Score	
A. Description and Impact			
1. Attach a job description.	<ul style="list-style-type: none"> The job description clearly outlines the responsibilities or duties involved in the position. 	/2	Total /4
	<ul style="list-style-type: none"> The job description clearly outlines the qualifications, experience, or competencies required for the position. 	/2	
2. Explain the impact that this position will have on your institution.	The narrative specifically addresses: <ul style="list-style-type: none"> The position(s)' impact on the area of museum operations to which it directly relates (e.g., collections management, programming, or administration). 	/4	Total /8
	<ul style="list-style-type: none"> The position(s)' impact on overall museum operations. 	/4	
3. Explain the impact this position will have on your community.	<ul style="list-style-type: none"> The narrative describes the positive impact that the position(s) will have in contributing to the museum's community and how the museum's community will benefit from the position(s). 	/3	Total /3
B. Long – Term Plans and Facets of Sustainability			
1. How will this position fit into your institution's long-term plans?	<ul style="list-style-type: none"> A description or synopsis of the museum's relevant long-term plans is included. 	/4	Total /10
	<ul style="list-style-type: none"> The narrative includes a detailed description of how the position will assist the museum to achieve, or work towards achieving, these plans. 	/6	
2. How will this position 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"> The narrative addresses how this position will assist the museum to strengthen its sustainability in one or more of the facets of sustainability. 	/5	Total /5

C. Learning Plan / Training IF APPLYING FOR UNDER \$10,000			
1. From the list provided on the Application Form (page 9), indicate the professional development opportunity(ies) to be undertaken by the individual(s) supported by this grant. Check all that apply.	<ul style="list-style-type: none"> At least ONE professional development opportunity is indicated for each individual to be supported by the grant. 	No Point Value	
2. Briefly describe how the professional development opportunity(ies) link to an institutional or individual need(s).	<ul style="list-style-type: none"> The narrative clearly describes the institutional or individual need(s) that the indicated opportunity(ies) will address. 	/5	Total /10
	<ul style="list-style-type: none"> A description of <i>how</i> the professional development will address this / the need(s) is provided. 	/5	
C. Learning Plan / Training IF APPLYING FOR OVER \$10,000			
1. From the list provided on the Application Form (page 9), indicate the professional development opportunity(ies) to be undertaken by the individual(s) supported by this grant.	<ul style="list-style-type: none"> At least ONE professional development opportunity is indicated for each individual to be supported by the grant. 	No Point Value	
2. Briefly describe how the professional development opportunity(ies) link to an institutional or individual need(s).	<ul style="list-style-type: none"> The narrative clearly describes the institutional or individual need(s) that the indicated opportunity(ies) will address. 	/2	Total /5
	<ul style="list-style-type: none"> A description of <i>how</i> the professional development will address the need(s) is provided. 	/3	
3. Demonstrate that the individual(s) being considered possesses a minimum level of training and experience.	<ul style="list-style-type: none"> The narrative outlines the training and experience possessed by the individual(s) to be supported by the grant. Alternatively, the narrative outlines the training and experience required for the position (if the individual has not yet been selected). 	/5	Total /5
Application Budget Sheet			
1. Using the Budget Sheet provided, show your anticipated expenditures and revenues from all sources. Indicate if cash contributions are Confirmed or Anticipated (include both in total revenues). Existing salaries may be used towards the matching contribution.	<ul style="list-style-type: none"> Expenses on the budget are clearly related to the position outlined in the narrative. Employers must contribute Mandatory Employer Related Costs (MERCs) to the employee funded under this grant category. For wages, please indicate the number of hours to be worked per week. Notes should be attached for expenses that may be unclear to the Jury. 	/4	Total /5
	<ul style="list-style-type: none"> The original budget submitted was free of errors. 	/1	
Application Total		/45	