

Keystone Scoring Rubric

Municipality:				
Project:				
City:		County:		District:
Reviewer:				
Criteria	Best 11-15 points	Good 6-10 points	Fair 1-5 points	Poor 0 points
Application Quality		Application is complete and thorough.	Application is adequate.	Application is poor or lacks information.
Project Need	Clear, thorough analysis of need justified by qualitative and quantitative data.	Good case for project need supported by data.	Need is outlined but not strongly supported.	Need is not demonstrated.
Project Impact		Project demonstrably improves library service for users.	Project impacts library service or users.	Impact is not demonstrated.
Work Plan/ Timeline		Strong work plan and project timeline.	Sufficient work plan and timeline provided.	Timeline is poor or lacking.
Project Planning	Reflects best practices; shows stakeholder collaboration; includes professional consultant (if applicable).	Follows good library practices; stakeholders show collaboration and interest.	Standard practices in meeting project needs; stakeholders involved.	Planning lacks professional input (if applicable); stakeholder interest is lacking.
Project Budget	Reflects all revenues and expenditures relating to project, with funds to complete project; costs relate reasonably to results; adequate operating funds.	All project costs are addressed and reasonable; project can be completed; library maintains adequate operating funds.	Funding data for project not entirely clear; project faces potential funding issues; library operations may be affected financially.	Funding lacks documentation; budget has elements which are unclear or incomplete; likely issues with project or library funding.
Matching Funds		Funds are well-documented and securely in-hand.	Funds raise questions or lack supporting documentation.	Funds are undocumented or insecure.
Readiness	Applicant shows strong ability to initiate project and complete it within contract period.	Applicant shows ability to begin and complete project.	Questions raised about applicant's ability to begin and/or complete project.	Applicant lacks convincing case for readiness to begin and/or complete project.
	TOTAL SCORE	Maximum 100 points		

- Based on the qualifications and point ranges for BEST-GOOD-FAIR-POOR in each row, award points under each criterion in the first column that best reflect how the application meets that criterion.
- Provide comments for each criterion on reverse side of this page. Attach pages if more space is needed.

COMMENTS

CRITERIA	Please provide comment(s) for every criteria.
Application Quality	
Project Need	
Project Impact	
Project Planning/ Work Plan	
Project Budget	
Matching Funds	
Readiness	
Other Comments	