

## Culture Works

### Grant Application Scoring Rubric

#### Instructions:

1. Review all grant application materials, including all narrative, budget, Data Cultural Project (CDP) Reports, and support materials.
2. Review scoring descriptions and grant criteria.
3. Score the grant application using the scoring worksheets. To help make a scoring determination, check the evidence box if you believe the grant applicant has provided information related to that criterion. Also, make notes about quality and specifics relate to that domain that supports your overall score.

#### Scoring Descriptions

**Exceptional:** The applicant has provided overwhelming *evidence* throughout the application that demonstrates that *all* the funding criteria are met. The plans are clear, well-articulated and appropriate. The budget is realistic, comprehensive and carefully aligned with the narrative. The support materials are of the highest quality, highly relevant and lead to a deeper understanding of the organization and its work.

**Strong:** The applicant has provided *clear evidence* throughout the application that demonstrates that funding criteria are met. The plans are clear, well-articulated and appropriate. The budget is realistic, comprehensive and carefully aligned with the narrative. The support materials are of the highest quality, highly relevant and lead to a deeper understanding of the organization and its work.

**Good:** The applicant has provided *sufficient evidence* throughout the application that demonstrates that the most crucial criteria are met. The plans are clear and appropriate but are not well-expressed. The budget is realistic and reasonably aligned with the narrative. The support materials are of average quality and relevance.

**Fair:** The applicant has provided *limited evidence* throughout the application that demonstrated that the criteria are met. The plans are appropriate but with limited detail. The budget has limited detail and is not well-aligned with the narrative. The support materials are limited and/or uneven in quality.

**Weak:** The applicant provides *very limited evidence* in the application that demonstrates that the criteria are met. The plans lack detail and are hard to understand. The budget is unrealistic and poorly aligned with the narrative. The support materials are insufficient and/or of poor quality.

**Public Benefit & Access: 45 points**

Culture Works defines public benefit as an organization's ability to demonstrate impact and value for community members (ticket buyers, donors, children, artists, etc.) that engage with arts and cultural opportunities. An applicant dedicated to exceptional public benefit and access will demonstrate:

Criteria	Evidence (Y/N)	Review Notes
<b>Understanding of the Community</b>		
<ul style="list-style-type: none"> <li>Clearly defines and understands the community it serves (geographic, cultural, economic, behavioral, etc.)</li> </ul>		
<ul style="list-style-type: none"> <li>Provides programming that is responsive, accessible and accountable to the community</li> </ul>		
<ul style="list-style-type: none"> <li>Evidence beyond increases in audiences and revenue that the mission is being achieved</li> </ul>		
<b>Benefits and Value for the Community</b>		
<ul style="list-style-type: none"> <li>Programs and services demonstrate social, educational and economic relevance for the community</li> </ul>		
<ul style="list-style-type: none"> <li>Embeds itself in the community, ensuring that arts and culture is connected to everyday life</li> </ul>		
<b>Accessible and Outward Looking Philosophy</b>		
<ul style="list-style-type: none"> <li>Ensures that its programs and services, facilities and online media are accessible to the public</li> </ul>		
<ul style="list-style-type: none"> <li>Collects and uses feedback from the community to determine their level of connection to arts and cultural activities</li> </ul>		
<b>Partnerships and Collaborations</b>		
Collaborates and forms meaningful partnerships with other stakeholders to achieve the mission		
<b>Overall Score - Out of 45 Points</b>		

Weak	Fair	Good	Strong	Exceptional
1 - 23	24 - 33	34 - 38	39 - 42	43 - 45

<b>Artistic and Cultural Vibrancy: 35 points</b>		
Culture Works defines artistic and cultural vibrancy as an organization's ability to create quality, mission-driven work that inspires and challenges the community. An applicant with exceptional artistic and cultural vibrancy will:		
<b>Criteria</b>	<b>Evidence (Y/N)</b>	<b>Review Notes</b>
<b>Stay Connected to Mission</b>		
<ul style="list-style-type: none"> <li>Develops creative and coherent programming that is aligned with its mission, vision and goals</li> </ul>		
<b>Create Value</b>		
<ul style="list-style-type: none"> <li>Is recognized locally, regionally, nationally or internationally for its artistic or cultural programming</li> </ul>		
<ul style="list-style-type: none"> <li>Sets artistic or cultural quality standards and regularly measures itself against these criteria</li> </ul>		
<ul style="list-style-type: none"> <li>Employs qualified and diverse artistic or cultural personnel who have clearly defined roles in programming, instruction, and planning</li> </ul>		
<ul style="list-style-type: none"> <li>Contributes to vibrant neighborhoods and a competitive region</li> </ul>		
<b>Take Programmatic Risks and/or Fill a Gap(s)</b>		
<ul style="list-style-type: none"> <li>Demonstrates a willingness to experiment with programming (including managing for risk/failure)</li> </ul>		
<ul style="list-style-type: none"> <li>Creates work that is innovative and evolving creatively</li> </ul>		
<ul style="list-style-type: none"> <li>Inspires its community by stretching imaginations and challenging the status quo</li> </ul>		
<b>Overall Score - Out of 35 Points</b>		

**Artistic and Cultural Vibrancy: 35 Points**

<b>Weak</b>	<b>Fair</b>	<b>Good</b>	<b>Strong</b>	<b>Exceptional</b>
1 - 18	19 - 25	26 - 29	30 - 32	33 - 35

**Organizational Capacity: 20 points**

Culture Works defines organizational capacity as an organization's ability to manage effectively and efficiently for today and tomorrow. An applicant with exceptional organizational capacity will:

Criteria	Evidence (Y/N)	Reviewers Notes
<b>Foster Sound Governance</b>		
<ul style="list-style-type: none"> <li>• Cultivates a diverse and engaged board of trustees that provides sound leadership and financial support</li> </ul>		
<ul style="list-style-type: none"> <li>• Recruits, evaluates and retains a qualified and diverse professional management staff with appropriate skills and knowledge</li> </ul>		
<ul style="list-style-type: none"> <li>• Recruits, trains, evaluates and retains a strong base of volunteers (non-board) to help the organization achieve its mission</li> </ul>		
<b>Continually Plan and Learn</b>		
<ul style="list-style-type: none"> <li>• Understands its current operating environment, incorporating trends into short- and long-term planning</li> </ul>		
<ul style="list-style-type: none"> <li>• Implements a board-approved strategic plan</li> </ul>		
<ul style="list-style-type: none"> <li>• Evaluates programs and processes for efficiency, professionalism, quality, and effectiveness on a regular basis</li> </ul>		
<ul style="list-style-type: none"> <li>• Demonstrates a commitment to staff professional development and improvement</li> </ul>		
<b>Build Financial Strength</b>		
<ul style="list-style-type: none"> <li>• Provides sound fiscal management &amp; oversight</li> </ul>		
<ul style="list-style-type: none"> <li>• Employs fundraising strategies appropriate to organization size and community served</li> </ul>		
<ul style="list-style-type: none"> <li>• Understands its financial situation and has a plan for continuous improvement</li> </ul>		
<ul style="list-style-type: none"> <li>• Generally operates with a surplus, maintaining a base of unrestricted liquid net assets for risk</li> </ul>		
<b>Overall Score - Out of 20 Points</b>		

**Organizational Capacity: 20 Points**

Weak	Fair	Good	Strong	Exceptional
	11 - 14	15 - 16	17 - 18	19 - 20

