

Grants Adjudication Score Sheet Access to Holdings program

(Revised January 2017)

Instructions:

Each major element below should be given a score based on the following sliding scale of points. Please make notes to explain the scoring as necessary.

unacceptable – 0 points

poor – 2 points

fair – 4 points

acceptable/average – 6 points

above average – 8 points

superior – 10 points

CRITERIA	SCORE
A2 - Receipt of funding in the previous year of the program:	0 activities – 0 pts 1 activity – 3 pts 2+ activities – 5 pts
A3 - Participation in ASA activities in the preceding year (includes attendance at conference or workshops, submissions to Archives week, submission to newsletter, membership on Board or Committee):	3+ activities – 5 pts
B2 - If the records were acquired after January 2016 , application is not considered.	
B3 - If no deed of gift, application is not considered.	
B4 - We are looking for the records to be accessible to the public. Do any copyright issues hinder access significantly?	Yes – 0 pts; Yes but adequately explained – 2.5 pts; No – 5 pts
B5-B6 - Are there access restrictions?	Yes – 0 pts; Yes but adequately explained – 2.5 pts; No – 5 pts
C1 - Does the applicant explain how the project will positively impact the institution and archival community?	15 pts
C2 - Does the applicant explain how the project contributes to the provincial priorities to improve access?	10 pts
D1 - Is the project clearly explained and in adequate detail?	10 pts
D6 - Does the project contribute to the provincial database?	5 pts
D7 - Does the project use appropriate standards?	10 pts
D9 - Do the time allotments for the project conform to CCA guidelines and are any deviations adequately explained?	10 pts
E - Are the staff qualified to undertake this work?	10 pts
F - Is the budget realistic?	10 pts
TOTAL POINTS	