

**Instructions:**

Each column corresponds to a question or set of questions from the application. We have tried to identify how to evaluate each organization's responses. This rubric should give you a general idea of what elements a 'best answer' would articulate in the top row (green), what is 'acceptable' in the second row (yellow), and 'needing improvement' in the bottom row (red).

**Scoring:**

You will be asked to assign a score of 8, 5, or 2 to each of the three scored sections (artistic excellence & museum best practice, community engagement, sound management). This should be generally representative of the section. For example, if an organization provides an exceptional answer to one question in a section, but their responses in the other two questions need a lot of work, then you might give the section a score of 5. If the majority of the work represented is fantastic, then give a score of 8. Please note that a score of 5 should not be considered to be a bad score - it is a median number that represents good but not extraordinary work. Do the best you can to be consistent in how you score all of your assigned applications.

**Additional notes:**

- Please check your bias! We all have biases and the Utah Arts & Museums grants program wants to serve all Utahns through this public granting program. Practice a spirit of generosity towards all grant applications.
- Do not compare an application to another application. Each grant application deserves to be reviewed on its own merits in relation to industry best practices and standards.
- Review the work of the organization rather than grammar or writing skills. Please do your best to focus on the content of the text rather than the format.

<b>Section 1: Artistic Excellence/Museums Best Practice (30%)</b>		
<b>QUESTIONS ASKED:</b> Mission Statement + Programs Offered	<b>QUESTION ASKED:</b> Arts organizations, please describe what your commitment is to artistic excellence. Museums, please describe what you do to assure you are following museum best practices.	<b>QUESTION ASKED:</b> Upload 2-3 work samples that demonstrate artistic excellence or museum best practices.
The organization provided a clear, detailed list of the programs and events that are offered throughout the year. The mission statement is primarily arts or museums and reflects the organization's unique culture and services.	The organization clearly demonstrated how artistic excellence or museums best practice is reflected in their programming/events.	The work samples demonstrate either artistic excellence or museums best practice. Panelists can clearly understand the quality of the organization and the programs they produce.
The organization provided a list of the programs that they offer without any detail and/or may have limited programs available. The mission statement is aligned with their work.	The organization did an adequate job describing artistic excellence or museums best practice in relation to their programming/events.	The work samples are adequate but the quality of the programming is limited. Take into consideration the size and scope of the organization. The work samples should be commensurate in quality and scope.
The organization does not make it clear that they primarily offer arts opportunities. For museums their response reflects limited community engagement. The mission statement is confusing or not aligned with the work.	The organization did not explain how artistic excellence or museums best practice was evident in their programming/events.	The work samples are inadequate, do not represent the organization well, or do not reflect artistic excellence or museums best practice.

<b>Section 2: Community Involvement and Access (35%)</b>		
<p><b>QUESTION ASKED:</b> Imagine talking to someone who has never heard of your organization before. What would you tell them about the value the community receives from your organization?</p>	<p><b>QUESTION ASKED:</b> Who from your community typically attends your programs/organization? Who is not attending and how can you engage/include these people?</p>	<p><b>QUESTION ASKED:</b> If someone with a disability (e.g. sight, auditory, mobility, sensory, cognitive) wants to attend your organization's programs, how can you help them have a good experience? What do you provide now, and what might you want to do better in the future?</p>
<p>After reading the answer to this question, you clearly understand why the organization exists. The organization has followed the instructions to not oversell, to give specific examples, and explains how people are benefitted.</p>	<p>The applicant knows their community and they actively engage or reach out to people who don't typically participate through programming. This could be specific diversity and equity inclusion.</p>	<p>The applicant has demonstrated how they want to be more inclusive of individuals with disabilities in the future. They have multiple ways of accommodating individuals with disabilities currently.</p>
<p>The organization has an "elevator speech" that makes sense. An adequate answer may begin to repeat some of the programming answers instead of getting to saying why they exist.</p>	<p>The applicant has made certain assumptions about their community, and serves the patrons who have historically participated in the programming.</p>	<p>The applicant only takes into consideration physical access to programming (i.e. wheelchair access). Plans for other accommodations are discussed but not fully thought out.</p>
<p>The organization cannot explain why they are important to their community or the benefit that people receive from their programs. No examples were provided. Organization repeated the list of their programs and services.</p>	<p>There are no specific efforts to engage the community in programming.</p>	<p>The applicant does not provide any accommodations for individuals with disabilities and does not discuss plans for the future.</p>

<b>Section 3: Sound Management (35%)</b>		
<b>REVIEW:</b> Uploaded budget form	<b>QUESTION ASKED:</b> Do you anticipate any major changes in your organization's budget in the next two years? (Up to 1,500 characters)	<b>QUESTIONS ASKED:</b> Data checklist + How you are using data in planning your organization's future work.
The budget sheet was correctly completed and it appears that the organization is in good fiscal health.	The organization provided a clear description of how their budget might change in the next two years. They outlined how they would either grow, contract, or stay the same, and why.	The organization chose 3 or more ways they are collecting data. They demonstrated a clear plan for how they collect, organize, and utilize the data to inform their current work and/or future programming.
The budget sheet has some noticeable errors but otherwise, the organization is in good fiscal health.	The organization provided a brief description of how their budget would change in the next two years.	The organization collects 1-2 types of data. They do not provide details about how they collect, organize, or utilize the data to inform their work.
The budget has significant errors and there are concerns about the fiscal health of the organization. The organization is operating at a deficit.	The organization did not explain how or why their budget would change in the next two years.	The organization is not collecting any data.