

FAMILY LITERACY LIBRARY SERVICES
SAMPLE REVIEW FORM

Library _____ Project # _____

Project Title _____ Budget Requested _____

{Does the application include 1) Cover page 2) Board Certification 3) FS-10 4) Online application 5) Supporting Materials }Y - N

1. Abstract (max. 5 points)

- a. Clear, concise description of project purpose and target group that meets grant guidelines (5)..... -

Abstract subtotal _____

2. Planning/Need/Target Audience/Collaboration (max. 20 points)

- a. Target group need, expected benefits, size of target audience, outreach plans are realistic.(5)..... -
- b. Project relates to library long-range plan. (5)..... -
- c. Project will improve library's level of service to target group. (5)..... -
- d. Describes role of required literacy partner and other cooperating organizations as well as the role of each agency in planning, implementation, evaluation; meaningful letters of support included (5) _____

Planning/Need/Target Audience/Partners subtotal _____

3. Project Description (max. 25 points)

- a. Project goal and project objectives relate directly to community need. (10)..... _____
- b. Project activities relate to objectives. (10)..... _____
- c. Timeline of project activities includes evaluation and is realistic. (5) -

Project Description subtotal _____

4. Evaluation / Outcomes (max. 20 points)

- a. Describes what will be measured to provide data about service or product outputs. (5) _____
- b. Describes how the outputs will be measured. (5)..... _____
- c. Describes what will be measured to show the outcomes or impacts on the target group. (5)..... _____
- d. Describes how the outcomes will be measured. (5)..... _____

Evaluation/Outcomes subtotal _____

5. Continuation and Statewide Dissemination of Results (max. 10 points)

- a. The successful project will be continued; partners and potential sources of funding described (5).. -
- b. Information will be shared within and outside library profession (5) _____

Continuation & Dissemination subtotal _____

6. Budget Narrative (max. 20 points)

- a. Describes importance of each budget item and how it contributes to project purpose (20) -

Budget Narrative subtotal _____

TOTAL POINTS

(OVER)

OVERALL RATING OF APPLICATION: Circle the number representing your overall rating of the proposal:

10, 9
Highly recommended

8, 7, 6
Satisfactory

5, 4, 3, 2
Unsatisfactory

1
Not eligible

Comments: Please add comments regarding specific strengths and weaknesses of the proposal. Include any suggestions for budget reductions. Add additional sheets, if necessary. Your comments/explanations are an essential part of the grant award process.

Reviewer's Signature: _____

Date: _____