

**ADULT LITERACY LIBRARY SERVICES**  
**SAMPLE REVIEW FORM**

Library Name \_\_\_\_\_

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 project partners and cooperating organizations; 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/product outputs. (5)... \_
- b. Describes how the outputs will be measured. (5)..... \_
- c. Describes what will be measured to show the outcomes or impact 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. (10)..... \_

**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**

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**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: \_\_\_\_\_