Users (4 points)

0 points	1 point	2 points
No digital need is listed or the need focuses entirely on the library.	Digital need for users is mentioned, but application focuses on library need.	Clearly addressed a digital need for users, not a library need.
The user group is either, vague, too broad, or not mentioned.	The user group is listed but how they will benefit from this project is unclear.	The specific user group benefitting from this project is clearly described with an understanding of their current challenges.

Project Description (6 points)

0 points	1 point	2 points
Multiple activities seem unnecessary to the project.	Most activities seem relevant to the project, but necessity of some are questionable.	Activities included in the description are relevant and serve to meet the overall goals of the project.
Timeline is missing and/or seems unreasonable. Dates fall outside of program requirements.	Timeline is outlined, but major milestones are missing. Dates are mostly in accordance with program requirements.	Timeline is reasonable and thoughtfully prepared. Dates are in accordance with program requirements.
The project is not clearly described, is too vague, and/or is missing key information.	The project is mostly outlined by some key details are missing from the description.	Project is clearly outlined from start to finish. Reviewers have few to no questions about the project plan after reading the description.

Evaluation (2 points)

0 points	1 point	2 points
The evaluation process is missing.	The evaluation process has some, but not all components of a successful evaluation.	The evaluation process describes all components of a successful evaluation.

Budget (4 points)

0 points	1 point	2 points
Key budget requests are largely unallowable, unreasonable, and/or unnecessary for the project.	Some budget requests seem unreasonable and unnecessary but align with the project.	Budget requests appear allowable, reasonable, and necessary to complete the project.
Multiple items are listed in the budget or description that are not listed in the corresponding section.	The items listed in the budget and the description mostly align, but some are only shown in one section or the other.	Items listed in the budget and description align.