State Library of North Carolina

	0-1	2-3	4-5	Score
Users and Needs	Provides no evidence of need for program with limited or no user-focused data.	Provides partial/some evidence of need for program. Need is minimally supported with user-focused data.	Provides clear and convincing evidence of need for program / potential for benefit to users. Need is presented from user perspective and supported with user-focused data.	
Project Description	The project, its goals and activities lack definition and are unclear. Timeline may not be reasonable and activities are not likely to achieve desired results. Project appears to lack direction and planning and does not relate to described needs.	The project, its goals and activities are defined, with timelines and resources required. Project has direction and some relationship to described needs.	The project, its goals and activities are clearly defined. Timeline is viable and required resources are identified. Project shows evidence of clear direction and planning and strong relationship to described needs.	
Evaluation	Evaluation plan is missing information or unclear.	Evaluation plan may need improvement; some factors may not be assigned or clearly stated.	Evaluation plan is clearly stated; outcome measures identified are achievable, reasonable and appropriate to the project.	
Budget	Budget lacks required information. Costs are not linked to activities or include unreasonable, unnecessary, or unallowable expenditures. Significant calculation errors.	Budget is clearly stated. Costs are allowable and reasonable though some budget items may not appear necessary for the project or may not be clearly linked to activities. There may be calculation errors.	Budget is complete and contains all required information. Costs are allowable, reasonable, and necessary for the project and directly linked to project activities. There are no calculation errors.	
Community Impact	Long-term benefit(s) and impact(s) is unclear	Shows some potential to have long-term benefit(s) and impact(s), but is very general or vague.	Clearly shows potential to have long-term benefit(s) and impact(s) in addressing user needs.	

0	/25