

# WE DO HISTORY.

INDIANA HISTORICAL SOCIETY

## HSG Sample Review Form

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Reviewer: | Review Date:

Project Title:

Review Total Score:

Please rate the application by the following scoring criteria:

### INSTITUTIONAL READINESS

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- Organization has capacity and infrastructure to successfully complete project.
- Proposal leverages past accomplishments and current priorities.
- Strong base of support includes community engagement and recruitment of qualified staff/volunteers.
- External assessments, training, and/or professional standards are considered as needed.

**Institutional Readiness Score:**

Comments regarding institutional readiness:

### NEED

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- Project addresses important or pressing need for organization.
- Situation is well defined. Context for nature and extent of need is provided.
- Cause and effect of problem is explained.
- Facts and evidence are used to support claim.
- Need is compelling in relation to other proposals.

**Need Score:**

Comments regarding need:

### PROJECT LOGIC - PLANNED WORK (OBJECTIVES, INPUTS, ACTIVITIES)

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- Narrative expands on project summary and provides clear description of project.
- Planned work is a logical and linear response to need.
- Objectives are clear, concise, and relevant to project goals.
- Appropriate inputs/resources have been allocated.
- Project activities are appropriate and well designed.

**Project Logic - Planned Work Score:**

Comments regarding project logic - planned work:

**PROJECT LOGIC - INTENDED RESULTS (OUTPUTS, OUTCOMES, IMPACT)**

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- Intended results are clearly defined, reasonable, and adequately address need.
- Outputs (direct products) of project are plainly identifiable.
- Outcomes address change/benefit/difference that will come from successful project completion.
- Narrative is persuasive and uses a combination of logic, credibility, and emotional appeal.

**Project Logic - Intended Results Score:**

Comments regarding project logic - intended results:

**IMPLEMENTATION**

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- Professional standards and/or best practices are used.
- Process and plan are well developed.
- Critical steps and milestones in project are defined.
- Responsibilities of project team members are outlined.
- Deadlines and evaluative checkpoints are included.
- Partnerships and collaborations are appropriate and/or strategic.

**Implementation Score:**

Comments regarding implementation:

**EVALUATION AND SUSTAINABILITY**

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- Success of project will be evaluated. Systems are in place to track, evaluate, and report results
- Project fits into organization's long-term goals. Next steps and/or follow-up projects are described.
- Importance of project to institutional progress is clear.

**Evaluation and Sustainability Score:**

Comments regarding evaluation and sustainability:

**PROJECT BUDGET**

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- Budget is thorough, detailed, and realistic.
- Budget justification is thorough and complete.
- Budget does not include funding exclusions (indirect costs, rent/mortgage, utilities, insurance, salaries, wages, or benefits for permanent staff).
- Potential, requested, and/or committed funds for 15% match are included and described (grants of \$5,000 and greater only)
- Estimates from qualified vendors are included, if needed.
- Budget identifies potential overruns, contingencies, etc.

**Project Budget Score:**

Comments regarding project budget:

## ATTACHMENTS

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- Attachments are used to bolster case for support.
- Project-specific documents are included as needed.
- Partnerships and collaborations are confirmed with letters of support or other appropriate documentation

**Attachments Score:**

**Comments regarding attachments:**

**Do you recommend full, partial, or no funding for this project?**

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**ADDITIONAL COMMENTS:**