



HAWAII STATE FOUNDATION ON CULTURE AND THE ARTS

BIENNIUM GRANTS PROGRAM  
EVALUATION RUBRIC

CRITERIA	UNACCEPTABLE	ACCEPTABLE	EXCELLENT
Proposed Activities (50%)	0 to 15 points	16 to 39 points	40 to 50 points
Description of arts and/or culture project is complete and clearly explained, about what the applicant will do and how they will manage, coordinate, implement, collaborate	<ul style="list-style-type: none"> <li>• Incomplete description of what the applicant intends to do or how the project will be implemented.</li> <li>• Insufficient description of project management and coordination.</li> </ul>	<ul style="list-style-type: none"> <li>• Description addresses what the applicant intends to do.</li> <li>• Applicant describes project management and coordination.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete details on what the applicant intends to do.</li> <li>• Completely describes project management and coordination.</li> <li>• Applicant identifies and/or explains any collaborations.</li> </ul>
Timeline of arts and/or culture project activities is realistic and clear, with identified alternatives if needed	<ul style="list-style-type: none"> <li>• Incomplete information about timeline of project activities.</li> <li>• Information does not match the project description.</li> <li>• Timeline is not realistic for this project.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant provides a timeline of project activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Realistic and clear proposed timeline of activities.</li> <li>• Applicant suggests timeline backup plan if needed and how it will work.</li> </ul>
Proposed locations of arts and/or culture activities is complete and clear, and identifies any collaborative support	<ul style="list-style-type: none"> <li>• Incomplete information about proposed location of activities.</li> <li>• Information does not match the project description.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant identifies proposed locations for its project activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete and clear information for proposed location of activities.</li> <li>• Applicant suggests location alternatives if needed.</li> <li>• Identifies any collaborative support for use of facilities and space at locations.</li> </ul>
Consideration of <b>OPTIONAL work evidence</b> - <b>IF</b> work evidence was submitted - enhances understanding of the arts and/or culture project	<ul style="list-style-type: none"> <li>• <b>OPTIONAL</b> work evidence does not clearly support this project.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>OPTIONAL</b> work evidence supports the project.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>OPTIONAL</b> work evidence supports most recent work accomplished.</li> <li>• Demonstrates a high quality project.</li> </ul>
			<ul style="list-style-type: none"> <li>• <b>OPTIONAL</b> work evidence for a new applicant or new project supports what the applicant intends to do.</li> </ul>



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Qualifications (25%)	0 to 5 points	6 to 19 points	20 to 25 points
Applicant's experience for implementing the arts and/or culture project is extensive, solid, resourceful, has an excellent reputation	<ul style="list-style-type: none"> <li>• Applicant has less than one year of experience with this type of project.</li> <li>• Applicant does not explain its experience with this type of project.</li> <li>• Applicant alludes to working relationships, but does not identify its partnerships and experience with the proposed partners.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant has more than one year of experience with this type of project.</li> <li>• Applicant explains its partnerships or other relationships for project implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant has extensive experience with this type of project.</li> <li>• Applicant has solid relationships in the community for project implementation.</li> <li>• Applicant has ready access to resources to support the project.</li> <li>• Applicant has excellent reputation for implementing projects of high quality.</li> </ul>
Project personnel to manage and coordinate the arts and/or culture project are highly qualified with clear roles and responsibilities	<ul style="list-style-type: none"> <li>• Identified project managing/coordinating personnel do not have much experience with this type of project.</li> <li>• Roles and responsibilities are not clear.</li> <li>• Identified project personnel are poorly qualified for the project.</li> </ul>	<ul style="list-style-type: none"> <li>• Project personnel who will manage or coordinate the project, and their qualifications, are identified.</li> <li>• Roles and responsibilities are identified.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete list and description of personnel who will manage and coordinate the project, including their qualifications.</li> <li>• Roles and responsibilities are clear.</li> <li>• Identified project personnel are highly qualified for the project.</li> </ul>
Proposed artists, presenters and other specialists are highly qualified with clear roles and responsibilities	<ul style="list-style-type: none"> <li>• Identified proposed artists, presenters and other specialists do not have much experience with this type of project.</li> <li>• Roles and responsibilities are not clear.</li> <li>• Identified artists, presenters and other specialists are poorly qualified for the project.</li> </ul>	<ul style="list-style-type: none"> <li>• Project artists, presenters and other specialists and their qualifications, are identified.</li> <li>• Roles and responsibilities are identified.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete list and description of proposed artists, presenters and other specialists.</li> <li>• Roles and responsibilities are clear.</li> <li>• Identified artists, presenters and other specialists are highly qualified for the project.</li> </ul>



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<b>Need, Benefit, Impact, Good Use of Public funds (25%)</b>	<b>0 to 5 points</b>	<b>6 to 19 points</b>	<b>20 to 25 points</b>
Intended audience(s) is/are clearly identified with complete explanations about reach or any new or special populations	<ul style="list-style-type: none"> <li>• Little or no information about who the intended audience is and how that audience will be reached.</li> <li>• Little or no explanation about the reason for the project’s focus on the intended audience(s).</li> </ul>	<ul style="list-style-type: none"> <li>• Intended audience(s) is/are identified.</li> <li>• Applicant explains how the intended audience(s) will be reached.</li> </ul>	<ul style="list-style-type: none"> <li>• Clear and complete information about the intended audience(s) and how the applicant will reach them.</li> <li>• Identifies new and/or special populations, and describes they will be reached.</li> <li>• Applicant explains reason for project focus on intended audience(s).</li> </ul>
Community need; benefits and impact are completely and clearly explained	<ul style="list-style-type: none"> <li>• Little or no information about community need or benefits and impact for the intended audience.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant identifies and explains need, benefits and impact.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete and clear explanation of community need for the project.</li> <li>• Complete and clear explanation of benefits and impact for the intended audience(s).</li> </ul>
How the applicant will know that the project was successful – completely and clearly describes quantitative and qualitative evaluation	<ul style="list-style-type: none"> <li>• Applicant explains very little about its quantitative or qualitative data collection in relation to determining project success.</li> <li>• Applicant is weak in qualitative evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant conducts both quantitative and qualitative evaluation of the project.</li> <li>• Qualitative data include feedback from project participants.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant conducts both quantitative and qualitative evaluation of the project.</li> <li>• Quantitative data are relevant to the project and informative for project improvement.</li> <li>• Qualitative data include constructive feedback from project personnel, project partners and participants.</li> <li>• Applicant uses appropriate evaluation instruments.</li> </ul>



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Good use of public funds	<ul style="list-style-type: none"> <li>• Project is undeveloped or somewhat developed. Project personnel are inadequate for this type of project. Need, benefits and impact are not appropriate for public funds.</li> <li>• Grant request is not appropriate for the described project scope.</li> </ul>	<ul style="list-style-type: none"> <li>• Project is developed. Project personnel are capable. Need, benefits and impact are clear. Project can make good use of public funds.</li> <li>• Grant request is somewhat appropriate for the described project scope.</li> </ul>	<ul style="list-style-type: none"> <li>• Project is well-developed. Project personnel are very capable for a successful project. Need, benefits and impact are very convincing. Very good use of public funds.</li> <li>• Grant request is appropriate for the described project scope.</li> </ul>
<b>TOTAL POINTS</b>	<b>0 to 25 points</b>	<b>26 to 79 points</b>	<b>80 to 100 points</b>
<b>Funding/No funding:</b>	<b>Not fundable</b>	<b>Possibly fundable</b>	<b>Fundable</b>