Evaluation Criteria

The following criteria will be considered by the reviewers while evaluating applications. ([Sample HARC Evaluation scoring sheet](#)) (PDF). Please note that providing only the most basic required information and neglecting other sections of the grant application may result in lower scores. Make sure that you include this information in the narrative as well as in the required documentation you upload in support of your application.

- A detailed description of the records that will be preserved, including the importance of these records in terms of historical and research value, the condition the records are in, the volume of records involved, and where/how the records are currently housed.
- The ability of the applicant organization to preserve and make the records available for researchers.
- 2-3 strong letters of recommendation from stakeholders outside the organization.
- The relationship of the project to the purpose and goals/mission of the organization.
- The clarity, detail, and feasibility of the project work plan/timeline.
- How the project is to be promoted to the public
- Where applicable, the inclusion of a cost quote and scope of work from service providers, or in the case of a consulting or contract archivist, a letter of commitment.
- The CVs/resumes of key personnel and consultants or job descriptions for hiring personnel.
- The value of the project to its intended audience.
- The likelihood the project will reach its intended audience.
- How the project will be sustainable after grant funding has ended.
- The soundness and detail of the proposed budget and its adequacy to accomplish the project.
- The quality of the application in terms of adherence to format, completeness, and accuracy.
- The ability to create and sustain a collaborative partnership, where applicable. The clarity with which the proposed project is defined including its goals, projected work products, and measurable outcomes.
- Panel will also consider geographic representation within the state as well as projects that promote underrepresented communities.

All applications must be [the E-Grants system](#) and must include:
- Applicants must register as a first time user for an account (if they haven't already) and retain their account information throughout the grant period.
- a page listing the collaborative partnerships, contact information, and who will be taking the administrative lead;
- a detailed budget;
- a work statement and;
- a page listing the desired outcomes of the project and how success will be evaluated.