

Appendix G

LSTA FULL PROPOSAL EVALUATION CRITERIA

1. Problem / Need
 - (a) Description of problem / need.
 - (b) Explanation of inadequacy of current responses.
 - (c) Explanation of how these needs and responses were assessed.
 - (d) Evidence of consideration of alternative solutions and the basis for their rejection.
 - (e) Description of how the proposed project will respond to the needs identified.
 - (f) Evidence of need documented in letters of support.

2. Goal
 - (a) Clear statement of proposed project goal that clearly relates to identified needs.
 - (b) Relevance of project to LSTA Five-Year Plan.
 - (c) Project objectives are measurable and clearly related to the goal.
 - (d) Additional advantages of proposed project (innovation, demonstration, other).
 - (e) Objectives can be used for outcome-based evaluation.

3. Scope
 - (a) Clear statement of which libraries/service agencies are to be involved and how. If applicable, a statement of the number of persons targeted by the project.
 - (b) Ability of grantee to manage size and type of grant.
 - (c) Potential for utilizing project results in other projects: Fair, good, excellent.
 - (d) Significance of the project concept for library development in Oregon: fairly important, very important, crucial; significant due to proposed innovation.
 - (e) Evidence of community involvement and collaboration in letters of support.

4. Budget
 - (a) Appropriate and justified in meeting objectives.
 - (b) Local cash and in-kind support fully documented.
 - (c) Cost is appropriate to the service outputs proposed.
 - (d) Includes any costs for OBE evaluation.

5. Staffing
 - (a) Qualifications of project manager specified.
 - (b) Project staffing is appropriate.
 - (c) Staff training described, if needed.

6. Plan of Operation
 - (a) Timeline provided specifying when critical events must be completed and their relationship to the project.
 - (b) Timeline is realistic to 12 months.
 - (c) Organization chart or narrative is provided that describes the relationship of project staff to one another and to the project management structure.
 - (d) A description of facilities, equipment, and/or library materials needed for the project is provided, along with a method of procurement: in-kind contribution, lease, or purchase.
 - (e) A description of the method of reporting project status to the applicant's governing authority is provided.
 - (f) Activities for meeting measurable objectives are clearly stated and feasible.
 - (g) Feasible plan to sustain improvements to library service.

7. Plan for Evaluation
 - (a) Measurable objectives are provided.
 - (b) Methods of measuring performance are reasonable and adequate.
 - (c) Adequate plan for publicizing the results of the project is provided.
 - (d)** Adequate plan for outcome-based evaluation.

8. Digital Collection Proposals

- (a) Proposal included a clear scope statement of what will be in the digital collection
- (b) Project involved collaboration among cultural institutions
- (c) Project involved materials about Oregon places or heritage
- (d) Proposal indicated ALCTS Guidelines were consulted and applied to the project
- (e) Proposal provides information about the metadata schema to be used
- (f) Metadata standard used is a recognized in the ALCTS guidelines
- (g) Proposal indicated required metadata elements will be created for project
- (h) Proposal indicated method in which metadata created for project will be accessible/harvestable
- (i) Proposal included plan for long-term access and preservation of digital materials
- (j) Proposal indicated plan for digital materials' public availability
- (k) Proposal showed evidence of research conducted on copyright, ownership, privacy and cultural concerns related to digital materials
- (l) Proposal included plan for creating "lessons learned" document with final report
- (m) Proposal included plan for publicizing project after completion
- (n) Proposal indicated method for gathering and reporting usage statistics for the grant year and after