PVHA MINI GRANT PROGRAM
REVIEW COMMITTEE SCORING SHEET:

Project Name: ________________________________________________________________

Organization: ________________________________________________________________

Mini Grant Funds Requested: $ __________

Reviewers Initials: ________________

Each item should be scored from 0 to the maximum points allowed for that item based on the reviewer’s assessment of how closely the project meets the stated criteria.

I. PROJECT DESCRIPTION
   • Is it clear what the products/results of the project will be? (0 – 10 points) ________

II. PROJECT PRIORITY
   • Does the project fit within the strategic plan, or long term goals of the applicant organization? (0 – 10 points) ________

III. CONSISTENCY WITH HERITAGE AREA GOALS/MANAGEMENT PLAN
   • Is the project consistent with the goals, objectives, strategies, standards, and actions outlined in the applicable Certified Heritage Area management/Five Year/Annual plan? (0 – 20 points) ________
   • Does the project align with one of PHG’s FY2020 Priorities?
   i. Patapsco Days 2020, New Interpretation, Bilingual Trails (0 – 5 points) ________

IV. DELIVERABLES AND IMPACT
   • Do the proposed activities substantially increase the protection and enhancement of sites, structures, objects districts or landscapes which are deemed to be of historic, archaeological, cultural, natural or architectural significance? (0 – 25 points) ________

V. PROJECT DESIGN
   • Are project objectives and the methods to accomplish those objectives clearly stated?
   • Is the project ready to proceed? Is the proposed timeline realistic?
   • Are the necessary steps included in the timeline?
   • Can the objectives realistically be accomplished in the proposed timeline? (0 – 20 points) ________

VI. BUDGET
   • Does the budget contain the necessary expenditures
to accomplish the tasks outlined?
• Are the costs outlined in the project budget reasonable and customary given the goals of the project and for the services or products being obtained?
• Does the project show appropriate match? (required = dollar-for-dollar @ 75% cash, max. 25% in-kind)
• Are the costs in the budget broken down in detail (e.g. rate X hours, # of items x cost per item)? (0 – 10 points) __________

VII. URGENCY
• Is it critical that the project be accomplished within a limited timeframe or does the project present a time-limited special opportunity? BONUS 5 points __________

Total Reviewer Score (maximum 105 points) __________

REVIEWER COMMENTS (optional):