KANSAS
COMMERCE

Panelists reviewing grant applications will receive this rubric as part of their training materials. This tool is used to make sure the evaluation process is fair and unbiased. The rubric breaks down the assessment into four criteria: **Excellence, Impact, Management**, and **Accessibility**. Each criterion has benchmark descriptions and assigned point values to help guide panelists in scoring the applications.

Grant applicants are encouraged to use this rubric as a guide while completing their grant applications.

Only applications receiving an average score of 80 or more will be recommended for funding.

Overall considerations for scoring:

VALUE	DESCRIPTION	SCORE
EXCELLENT	Clearly explains the project and its significant public value, justifying the allocation of financial support from the State of Kansas.	92-100
GOOD	Satisfactorily explains the project and its public value, justifying the allocation of financial support from the State of Kansas.	80-91
FAIR	Does not sufficiently make a case the project or its public value; does not warrant the allocation of financial support from the State of Kansas.	61-79
WEAK	Makes an incomplete and/or inadequate case for the project or its public value. The information is confusing, not very clear, and/or doesn't give enough details. Does not warrant funding from the State of Kansas.	0-60

EXCELLENCE (UP TO 40 POINTS)

Panelists will consider the following application information when evaluating an application for Quality of Offerings: Applicant Mission Statement, Applicant Goals/Objectives/Activities, Programming/Project Description, Partnerships and Collaborations and Required Attachments and Support Materials.

EXCELLENT 37-40 points	GOOD 32-36 points	FAIR 25-31 points	WEAK 0-24 points
Mission statement clearly describes the organization and its arts and cultural focus; programs/activities described fully support the mission	Mission statement describes the organization and its arts and cultural focus; programs/activities described fully support the mission	Mission statement describes the organization and its arts and cultural focus; programs/activities described do not fully support the mission	Mission statement does not describe the organization and its arts and cultural focus; programs/activities described do not fully support the mission
Identifies clear goals and fully measurable objectives and activities	Identifies clear goals and measurable activities and objectives	Identifies goals and limited measurable activities and objectives	Does not identify goals and very minimal objectives and activities
Clearly describes exemplary proposed programming and its relevance to the intended participants, audiences, and communities	Clearly describes proposed programming and its relevance to the intended participants, audiences, and communities	Describes proposed programming and its relevance to the intended participants, audiences, and communities	Inadequately describes proposed programming and its relevance to the intended participants, audiences, and communities
Clearly describes extensive partnerships/collaborations	Clearly describes satisfactory partnerships/collaborations	Limited partnerships/collaborations	Minimal and/or unclear partnerships/collaborations
Support materials clearly demonstrate exemplary programming	Support materials clearly demonstrate commendable programming	Support materials demonstrate adequate programming	Support materials are unclear or do not demonstrate arts and cultural programming.

IMPACT (UP TO 30 POINTS)

Panelists will consider the following application information when evaluating an application for Impact: the number of proposed events, opportunities for public participation and counties served; location and reach of the programming; estimated number of individuals, youth, elders and artists benefiting; marketing/promotion/publicity plans and audience development/expansion; and programming impact narrative.

EXCELLENT 28-30 points	GOOD 24-27 points	FAIR 19-23 points	WEAK 0-18 points
Provides vital arts and cultural services to community or service area	Provides significant arts and cultural services to community or service area	Provides arts and cultural services to community or service area	Provides minimal arts and cultural services to community or service area
Extensive activities are proposed and are achievable within the grant period	Reasonable activities are proposed and are achievable within the grant period	Limited activities are proposed and/or concerns about the achievability within the grant period	Very minimal activities are proposed and/or serious concerns about the achievability within the grant period
Educational and outreach components fully serve the constituency and are appropriate for the programming	Educational and outreach components serve the constituency and are appropriate for the programming	Limited educational and outreach components serve the constituency and are minimally appropriate for the programming	Very minimal educational and outreach components do not serve the constituency and are not appropriate for the programming
Very appropriate and effective marketing/promotion/publicity and audience development and expansion efforts	Appropriate and effective marketing/promotion/publicity and audience development and expansion efforts	Limited and minimally effective marketing/promotion/publicity and audience development and expansion efforts	Very limited and ineffective marketing/promotion/publicity and audience development and expansion efforts
Very appropriate number of individuals benefiting from the program/project	Appropriate number of individuals benefiting from the program/project	Minimal number of individuals benefiting from the program/project	Very minimal number of individuals benefiting from the program/project
Provides compelling and specific information about extensive economic impact of programs relating to the organization's mission*	Demonstrates significant economic impact of programs relating to the organization's mission*	Describes limited economic impact of programs/projects relating to the organization's mission*	Describes very minimal economic impact of programs/projects or is not measurable*

*Panelists should consider multiple factors relating to economic impact including organization mission, geographic location, organization size, etc.

MANAGEMENT (UP TO 20 POINTS)

Panelists will consider the following application information when evaluating an application for Management: Operating and Proposal Budget, and the responses to Evaluation Plan, Fiscal Condition and Sustainability.

EXCELLENT 19-20 points	GOOD 16-18 points	FAIR 13-15 points	WEAK 0-15 points
Very confident in the organization's fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information	Reasonably confident in the organization's fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information	Concerns about the organization's fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information	Multiple concerns about the organization's fiscal stability and ability to carry out the proposed activities given the operating budget, grant proposal budget, and fiscal information
Evaluation methods are well defined, clear, and fully measurable, and are employed to help the organization achieve its mission and proposed programs	Measurable evaluation methods are employed to help the organization achieve its mission and proposed programs	Evaluation methods are not fully measurable and/or only minimally help the organization achieve its mission and proposed programs	Evaluation methods are not clear and/or measurable and do not help the organization achieve its mission and proposed programs
Very confident in the ability of the applicant to sustain the programs after the grant period	Very minimal concerns about sustainability	Concerns about sustainability	Multiple concerns about sustainability

Panelists are NOT to consider the following in their evaluation of the Management criterion. However, reporting history and compliance will be considered beginning with the 2027-2028 grant cycle.

Exemplary reporting history and current compliance	*Very minimal concerns about the applicant's reporting history and current compliance*	*Concerns about the applicant's reporting history and current compliance*	*Multiple concerns about the applicant's reporting history and current compliance*

ACCESSIBILITY (UP TO 10 POINTS)

Panelists will award points based on demonstration of accessibility in the applicant's facility and programming. Panelists will also consider responses to the Accessibility questions and efforts towards making the proposal inclusive for all participants.

EXCELLENT 9-10 points	GOOD 7-8 points	FAIR 6 points	WEAK 0-5 points
Has completed the Section 504 Self Evaluation Workbook from the NEA in the last 2 years or for 1st time self-evaluations the Abbreviated Accessibility Checklist	Has completed the Section 504 Self Evaluation Workbook from the NEA or the Abbreviated Accessibility Checklist in the last 5 years	Has completed the Section 504 Self Evaluation Workbook from the NEA or the Abbreviated Accessibility Checklist in the last 6 or more years	Has never completed the Section 504 Self Evaluation Workbook from the NEA or the Abbreviated Accessibility Checklist
Has accessibility policy, procedures and complaint process that address non-discrimination on the basis of disability	Has accessibility policy, procedures and complaint process that address nondiscrimination on the basis of disability	Has accessibility policy, procedures and complaint process that address nondiscrimination on the basis of disability	Does not have accessibility policy, procedures and complaint process that address non-discrimination on the basis of disability
Has a staff person or volunteer responsible for compliance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act	Has a staff person or volunteer responsible for compliance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act	Has a staff person or volunteer responsible for compliance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act	Does not have a staff person or volunteer responsible for compliance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act
Significant, exemplary, and measurable efforts to include all audiences	Adequate and measurable efforts to include all audiences	Cursory or immeasurable efforts to include all audiences	No efforts to include all audiences