



OKLAHOMA HUMANITIES GRANT EVALUATION RUBRIC

PLEASE NOTE: All applications are reviewed for completeness, federal funding requirement compliance, and the additional following scaled categories.

Question	0 Points	1 to 2 points	3 points	4 to 5 points	Points Awarded
<p>Organizational Capacity: How well-suited is the applying organization to carry out the described project?</p> <p>Refer to the following application questions regarding organizational experience for this score:</p> <ul style="list-style-type: none"> • Organizational Summary • Organizational Governance • Previous OH Funding Reports • Previous OH Staff Experience • Previous Project Experience • Grant Management Team Previous Experience 	Does not meet this criteria in any way.	The applying organization is unexperienced or provided little context as to their capacity to be successful.	The applying organization somewhat described their capacity and experience, however more detail or examples are needed to fully assess capacity.	The applying organization is well-suited to carry out the project. The applying organization has provided a Board of Trustees list, shown significant experience implementing similar projects, managing grants, or managing federal funds.	out of 5
<p>Humanities Themes and Content: How central are the Humanities to the project and how well developed are the specific humanities themes to be explored? Keep in mind that Humanities themes reach beyond a list of topics and demonstrate the larger critical ideas.</p> <p>Refer to the following application questions regarding the humanities themes and content for this score:</p> <ul style="list-style-type: none"> • Humanities Themes and Content • Any uploads specific to the project details (scripts, treatments, outlines, agendas, descriptions, etc.) • For media projects this may include the questions regarding Style and Approach and Unique Contributions 	Does not meet this criteria in any way.	The themes and content of the program are somewhat rooted in the humanities but are not well developed or contextualized in the application.	While the project themes and content may focus on areas other than the humanities (e.g., the arts), a good portion centers on traditional humanities subjects.	The main project content and themes are rooted in traditional humanities disciplines as defined by the National Endowment of the Humanities*, well defined in the application, and are relevant to the general public.	out of 5

<p>Project Planning & Public Access: How well does the project format, schedule, and fee structure ensure public access to and engagement with the humanities?</p> <p>Refer to the following application questions regarding format, scheduling, and fees for this score:</p> <ul style="list-style-type: none"> • First and Last Program Dates • Program Locations and/ or Tour Schedules • Program Format and Schedule • Project Scope and Duration (only for Preservation and Access) • Participation, Access, or Admission Fee • Fee Explanation • Project Timeline • Public Health Contingency Plan 	<p>Does not meet this criteria in any way.</p>	<p>The dates, times, and locations make programming generally inaccessible to a broad audience; It is unclear whether the format allows for interpretation of the humanities scholarship to be conveyed to the public; the project charges an exorbitant admission, access, or participation fee without the possibility of waivers; the Project Timeline is underdeveloped or unclear; Public Health Contingency Plan is undeveloped.</p>	<p>The project date, time, or location may limit public engagement; the format may not prioritize public access or engagement with the humanities; the project charges a fee but allows for waivers, scholarships, or fee reduction; the Project Timeline and Public Health Contingency Plan are not well developed.</p>	<p>The project formats, dates, times, and locations are accessible for a broad audience reach; the format clearly demonstrates that analysis and exploration of the humanities are central to the project success; the project is free or charges a reasonable fee; the Project Timeline and the Public Health Contingency Plan are both well developed and implementable.</p> <p style="text-align: right;">out of 5</p>
<p>Humanities Scholarship: How significant is the participation of one or more Humanities Scholars to the project, and how relevant is their specific field of study to the proposed humanities themes?</p> <p>Refer to the following application questions regarding Humanities Scholars for this score:</p> <ul style="list-style-type: none"> • Primary Humanities Scholar CV and Letter of Commitment • Humanities Scholar Expertise and Contributions • Humanities Themes and Content • Additional Humanities Scholars Section (optional) 	<p>Does not meet this criteria in any way.</p>	<p>A scholar meeting the minimum education requirements in the humanities is involved with the project, however, their discipline is not appropriate to address the proposed humanities themes. The Primary Scholar's CV and Letter of Commitment do not specifically outline how their expertise will inform the proposed humanities themes.</p>	<p>A Humanities Scholar is involved in the project, and their discipline relates to the scope of the project, however their involvement in the project is not well developed or defined.</p>	<p>Substantial participation by one or more Humanities Scholars in all phases of the proposed project is well developed and described. The Humanities Scholar's discipline directly corresponds to the proposed humanities themes to be addressed.</p> <p style="text-align: right;">out of 5</p>

<p>Audiences Served & Outreach: How well developed are the anticipated audience description and the outreach approach?</p> <p>Refer to the following application questions regarding audiences for this score:</p> <ul style="list-style-type: none"> • Anticipated Audience Size • Anticipated Audiences Served • Targeted Audiences (optional) • Marketing and Publicity Plan 	<p>Does not meet this criteria in any way.</p>	<p>The description of the Anticipated Audience Served and the Marketing and Publicity Plan are undeveloped or the Anticipated Audience Size is unjustified. The application does not specifically identify how the intended audience will be reached.</p>	<p>The description of the Anticipated Audience Served and the Marketing and Publicity Plan are somewhat developed or the Anticipated Audience Size is unreasonable for the presented plan. The application may identify and describe audiences well, but the plan to reach those audiences is not well developed.</p>	<p>The describe Anticipated Audience Served, Marketing and Publicity Plan, Audience Size, and any Targeted Audiences sections are well developed and justifiable. The applying organization clearly demonstrates the ability to serve the described audiences, and the plan for outreach to those audiences is comprehensive.</p>	<p>out of 5</p>
<p>Budget Form & Justification: How well does the organization demonstrate their project budget is justified and reasonable?</p> <p>Refer to the following application questions regarding budgeting and project expenses:</p> <ul style="list-style-type: none"> • Project Budget Form Attachment • Budget Narrative Justification Section • Description of OH Requested Funds 	<p>Does not meet this criteria in any way.</p>	<p>The Project Budget Form and Narrative Justification are unaligned, significant calculation errors are present, the expenses are not well described, or the proposed costs are unjustifiable for the project's scope.</p>	<p>The Project Budget Form and Narrative Justification are aligned and the costs are reasonable to the proposed project; however minimal calculation errors are present, expenses are not well described, or detail is lacking.</p>	<p>The Project Budget Form and Narrative Justification are aligned, correct, detailed, and project costs are well described and reasonable.</p>	<p>out of 5</p>
<p>Add together the points you assigned for each of the questions listed above and enter the total to the right. This is your final score.</p>					<p>out of 30</p>

*Ineligible Costs

- Partisan Objectives or Advocacy
- Operating Costs and Construction
- Academic Credit or Institutional Development
- Travel to Professional Meetings
- Scholarships and Fellowships
- Museum or Library Acquisitions
- Creative Arts Performances, celebrations or ceremonies unless accompanied by interpretation
- The teach of technical skills unless accompanied by interpretation
- Publications, except those integral to programming
- Most projects not open to all segments of the public
- Profit-making or fund-raising activities
- Beverages, food or entertainment for audiences
- Equipment Costs which is defined as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
- Indirect costs (overhead)

*Humanities Disciplines as defined by NEH

- Archeology
- Art History & Criticism
- Comparative Religion
- Cultural Anthropology
- Ethics
- History
- Jurisprudence
- Language
- Linguistics
- Literature
- Philosophy
- Those aspects of the Social Sciences which employ a philosophical or historical, rather than a quantitative approach

The humanities should NOT be confused with philosophies, such as secular humanism, OR specific social movements, such as humanitarianism. They should also be distinguished from the creative or performance arts.