

Evaluation Criteria and Application Scoring Guide

Panel Instructions: Review the applications and support material according to the Evaluation Criteria and Scoring Guide provided below.

- **Numeric Score:** For each criterion and application, provide a score between 6 (lowest acceptable) to 10 (highest). Select the score that best reflects the applicant overall in each criterion. The applicant does not need to achieve every item in the category. Score where they predominantly fit. This score should be consistent with the proportion of the criterion achieved. If the applicant does not achieve an acceptable level, the score may be less than six. **Applicants with a total average score of less than six are not funded and may not apply for other funding for the same program in that fiscal year.**
- **Written Evaluation:** For each criterion and application, provide 1-3 sentences on the proposal's strengths and weaknesses and/or constructive criticism. Avoid repeating the narrative or comparing it to other applications. The comment should correspond with the numeric score, for example, a primarily positive comment should have a good score, while a primarily negative comment should accompany a lower score.

Artistic Quality Criterion – 50% (Arts Council 30%)

- Biographical summaries of key artistic and technical participants.
- Description of the selection process, including artistic selection criteria and qualification of the artistic decision-makers
- The utilization of original and unique works of art and contribution to their respective art field.
- Originality in program concept, design, and presentation.
- Support materials, such as photographs, audio/visual work samples, catalogs, reviews, and articles.

Best Score	Good Score	Adequate Score
10	9-7	6
<ul style="list-style-type: none"> <input type="checkbox"/> Clear explanation of the artistic program with specific details (who, what, where, when, and why). <input type="checkbox"/> The qualifications of the primary artist(s) in the Narrative and/or Required Materials are clear and compelling. <input type="checkbox"/> The criteria for selection are clearly explained and based on community needs. The selection committee consists of people with relevant experience. 	<ul style="list-style-type: none"> <input type="checkbox"/> Explanation of artistic program is strong with some details provided. <input type="checkbox"/> The qualifications of the primary artists in the Narrative and/or the Required Materials are sufficient. <input type="checkbox"/> The criteria for selection are determined by a committee or qualified individual with relevant expertise. 	<ul style="list-style-type: none"> <input type="checkbox"/> Minimal explanation of the artistic program is provided. <input type="checkbox"/> The qualifications of the primary artists in the Narrative and/or the Required Materials are adequate. <input type="checkbox"/> The criteria for selection are based on adequate artistic quality. <p style="text-align: center;">***Applicants with a total average score of less than six are not funded.***</p>

Community Involvement Criterion – 30% (Arts Council 40%)

- Community location and reach of the applicant and the geographic need for art services.
- Financial backing and/or donated professional goods/services from the community or local government.
- Accessibility of the project to the general public (location of the project, appropriateness of facility, cost of the event, publicity, etc.).
- Demographics of applicant organization's board, staff, and volunteers.

- The estimated size and range of audiences served by the project and the size of past audiences.
- Outreach services to new and diverse audiences (for example, racial and ethnic. minorities, elderly, disadvantaged, and persons with disabilities).
- The project’s contribution to the education of the local community.
- Letters of support/interest from past or proposed participants in the project.

Best Score	Good Score	Adequate Score
10	9-7	6
<input type="checkbox"/> Clear explanation of how the Applicant is part of the community fabric, an institution. <input type="checkbox"/> The community need is well articulated. <input type="checkbox"/> There is an active and detailed effort to engage new and underserved audiences and promotes accessibility. <input type="checkbox"/> The educational opportunities for the community are substantial.	<input type="checkbox"/> Community is significantly involved <input type="checkbox"/> Makes an effort to reach new and underserved audiences <input type="checkbox"/> Offers good accessibility accommodations <input type="checkbox"/> Strong community support <input type="checkbox"/> Provides education in a specific form.	<input type="checkbox"/> Community involvement is minimal <input type="checkbox"/> Some community support <p>***Applicants with a total average score of less than six are not funded.***</p>

Management Ability Criterion – 20% (Arts Council 30%)

- Biographical summaries of administrative staff, whether paid or volunteer.
- Financial stability of the organization based upon financial reports.
- Administration of previous MAC-funded programs, including prompt and complete paperwork.
- Accuracy, clarity, and completeness of the application form.
- The organization’s fulfillment of its stated mission and long-range goals.
- Feasibility of the proposed project expenses and income.
- Amount and diversity of non-MAC financial support for the project.

Best Score	Good Score	Adequate Score
10	9-7	6
<input type="checkbox"/> High quality of management <input type="checkbox"/> History of financial stability <input type="checkbox"/> Strong financial support <input type="checkbox"/> Diverse sources of support <input type="checkbox"/> Clear alignment with the organization’s mission <input type="checkbox"/> Evidence of planning <input type="checkbox"/> Good record with managing MAC grants	<input type="checkbox"/> Clear, accurate, and complete application <input type="checkbox"/> Experienced management <input type="checkbox"/> Financial stability <input type="checkbox"/> History of MAC funding <input type="checkbox"/> Good record with managing MAC grants	<input type="checkbox"/> Adequate management <input type="checkbox"/> Feasible budget <input type="checkbox"/> Complete application <input type="checkbox"/> Addresses any financial issues <input type="checkbox"/> Good record with managing MAC grants <p>***Applicants with a total average score of less than six are not funded.***</p>

General Comments

If you want to give feedback that doesn’t fit the evaluation criteria, you may provide it under General Comments. For example, suggestions for improvement, resources, and observations.