



Council of Archives New Brunswick

Executive Committee
Grant Adjudication Rubric

Eligibility Checklist

Before scoring, confirm the application meets the following eligibility criteria:

- The applicant meets CANB eligibility requirements.
- The project contributes to CANB's strategic objectives.
- The applicant demonstrates the capacity to successfully complete the project.
- The budget is realistic, with clearly identified eligible expenses and contributions.
- All other application requirements have been completed.

If any of the above criteria are not met, the application should **not** proceed to scoring.

Scoring Method:

Point range PER question, and max per section.

Six different adjudication rubric streams (one for each grant stream). Totals for each stream will be calculated IN PERCENTAGE (as not all streams will have the same total point value).

Optional: Consider prioritizing a specific project type each year. Projects aligned with the year's theme may receive bonus points.

Optional: In future years, we may include a guest adjudicator.

CANB Grant Rubric

4. Purchasing Supplies

Projects under this Funding Stream may include, but are not limited to:

- Archival storage boxes
- Archival quality file folders
- Photograph storage sleeves

Applicants may apply for this grant to a maximum of \$2,500.

1. Project Relevance (15 pts)

- Does the project align with the CANB mandate? *(0-5 pts)*
- How well do the requested supplies meet the archival needs of the institution or its community? *(0-5 pts)*
- Are supplies directly related to improving storage, preservation, or access, or reducing risk? *(0-5 pts)*

Score Guide:

Weak (1-3 points)

Fair (4-6 points)

Good (7-9 points)

Strong (10-12 points)

Very Strong (13-15 points)

Reasons for Score:

2. Effective Use of Funds (10 pts)

- Are project costs justified and aligned with goals? (0-5 pts)
- Will the supplies clearly contribute to storage, preservation, or risk reduction? (0-5 pts)

Score Guide:

Weak (1-2 points)

Fair (3-4 points)

Good (5-6 points)

Strong (7-8 points)

Very Strong (9-10 points)

Reasons for Score:

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3. Preservation and Risk Reduction (15 pts)

- Does the project mitigate potential threats to records (e.g., environmental or handling risks)? *(0-7 pts)*
- Are the supplies appropriate and likely to reduce those risks? *(0-8 pts)*

Score Guide:

Weak (1-3 points)

Fair (4-6 points)

Good (7-9 points)

Strong (10-12 points)

Very Strong (13-15 points)

Reasons for Score:

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4. Achievability and Expertise (10 pts)

- Is the project achievable within the proposed timeframe and resources? *(0-5 pts)*
- Does the applicant have the right knowledge or experience to have chosen the best supplies for their needs? *(0-5 pts)*

Score Guide:

Weak (1-2 points)

Fair (3-4 points)

Good (5-6 points)

Strong (7-8 points)

Very Strong (9-10 points)

Reasons for Score:

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5. Community Engagement and Awareness (10 pts)

- How well does the project engage or benefit the broader community? *(0-5 pts)*
- Will improved storage/preservation enable outreach, visibility, or community impact? *(0-5 pts)*

Score Guide:

Weak (1-2 points)

Fair (3-4 points)

Good (5-6 points)

Strong (7-8 points)

Very Strong (9-10 points)

Reasons for Score:

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6. Timeliness (10 pts)

- Is the need for the supplies urgent or time-sensitive (e.g., condition of records, etc.)? *(0-5 pts)*
- Is there a clear rationale for why the project must proceed now? *(0-5 pts)*

Score Guide:

Weak (1-2 points)

Fair (3-4 points)

Good (5-6 points)

Strong (7-8 points)

Very Strong (9-10 points)

Reasons for Score:

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Scoring Summary

- Project Relevance: _____ / 15
- Effective Use of Funds: _____ / 10
- Preservation and Risk Mitigation: _____ / 15
- Achievability and Expertise: _____ / 10
- Community Engagement and Awareness: _____ / 10
- Timeliness: _____ / 10

Total Score: _____ / 70

Final Recommendation

- Approve for funding: Yes No
- Comments: