



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

5. Redescription of Non-RAD Compliant Fonds

Projects under this Funding Stream include:

- Taking non-RAD compliant finding aids and turning them into RAD-compliant finding aids.

Applicants are required to attach a copy of the existing finding aid(s) with their application to assist with the adjudication. The new RAD-compliant finding aid must be entered in ArchivesCANB.

1. Project Relevance (15 pts)

- Does the project align with the CANB mandate? *(0-5 pts)*
- How well does it address the needs of the archival community? *(0-5 pts)*
- Does it bring existing descriptions in line with RAD or address historical bias/errors? *(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 money be used in a way that clearly helps update descriptions to follow RAD or fix biased descriptions? (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 help reduce risks like records being hard to find, misleading, or losing important background information? *(0-7 pts)*
- Does the redescription contribute to better understanding, discoverability, and long-term usability? *(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:

4. Achievability and Expertise (10 pts)

- Is the project realistically achievable within the proposed timeframe and resources? *(0-5 pts)*
- Does the applicant or project team demonstrate the necessary expertise in RAD and sensitivity to description ethics? *(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:

5. Community Engagement and Awareness (10 pts)

- How well does the project promote engagement or benefit the broader community? *(0-5 pts)*
- Will redescription improve public or institutional understanding of the records? *(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 project timely or urgent in its context (e.g., upcoming exhibitions, anniversaries, record demand, etc.)? *(0-5 pts)*
- Is there a compelling reason for doing this work 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:

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: