



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

1. Arrangement and Description

Projects eligible under this Funding Stream are:

- Arrangement and description of unprocessed archival holdings.

All arrangement and description of unprocessed fonds / collections applications must produce a Canadian Rules for Archival Description (RAD) compliant fonds / collection level description and finding aid which includes an inventory of lower-level descriptions, if applicable.

All applications under this funding stream must also include entering the fonds level description and finding aid produced during the project into ArchivesCANB as part of the project plan. If the institution is applying for a multi-phase project, data entry to ArchivesCANB may occur as part of the last phase of the project. This must be stated in all subsequent CANB Grant Program applications until the project is completed.

Digitization of records must be applied for under the Digitization, Reformatting, and Migration Funding Stream of the CANB Grant Program.

Item level description is only funded for photographs, audio-visual material, maps and plans, and graphic material. The CANB Grant Program will not fund the item level description of letters, ledgers, etc.

CANB will also not fund the description of published material (i.e. books, bibles, etc).

1. Project Relevance (15 pts)

- Does the project align with CANB's mandate? *(0-5 pts)*
- How well does it address the needs of the archival community? *(0-5 pts)*
- Does the project improve the accessibility and discoverability of archival records? *(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)
- Are RAD or other standard practices supported and does the project improve access/discoverability? (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:

--

3. Preservation and Risk Reduction (15 pts)

- Does the project mitigate potential threats to records? *(0-5 pts)*
- Are RAD or other standard practices applied and does the project improve access/discoverability? *(0-5 pts)*
- Is the project targeting high-risk materials or urgent preservation needs? *(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:

4. Achievability and Expertise (10 pts)

- Is the project achievable within the proposed timeframe and resources? (0-5 pts)
- Does the applicant or project team demonstrate the necessary expertise? (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 engage or benefit the broader community? *(0-5 pts)*
- Does it promote discoverability/access or apply RAD standards in ways that support engagement? *(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:

--

6. Timeliness (10 pts)

- Is the project timely or urgent in its context? *(0-5 pts)*
- Are there time-sensitive opportunities (e.g., staff availability, condition of materials, etc.)? *(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: