Council of Archives New Brunswick

Executive Committee
Grant Adjudication Rubric

Eligibility Checklist

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

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

6. Training and Professional Development

Projects under this Funding Stream include:

- Funding to send staff and / or volunteer(s) to training / professional development opportunities outside of their institution.
- Funding to host a training / professional development opportunity at their institution for staff and / or volunteer(s).

Applicants can apply for registration cost only up to $2,500 or instructor's fee. Other associated training costs will be considered based on the CANB Grant Program budget.

Applications must include all the information about the training / professional development as well as information about the person(s) delivering the training.

Training / professional development services provided by the Archives Advisor are included in the annual CANB membership fee and do not require a CANB Grant Program application.

All applications must clearly describe the value of the training / professional development to the institution and to the individual participating. Where applicable, training should take place in New Brunswick and if possible be open to the broader CANB membership. If the training is recommended for just one member then the Archives Advisor should be invited to attend the session so that what is learned can be shared more broadly.

Once the training is completed, a report must be submitted to the Archives Advisor that documents what was learned from the workshop / conference / webinar that will be incorporated into the CANB online newsletter.

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)*
- Is the training aligned with institutional goals and CANB priorities, and will it enhance long-term record care? *(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 the proposed training outcomes? *(0-5 pts)*
- Will the training clearly help build skills or knowledge that will benefit the institution in the long run? *(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)

- Will the training help mitigate threats to records through improved practices or awareness? *(0-7 pts)*
- Is it clearly linked to improved preservation strategy or recordkeeping care? *(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 training achievable within the proposed timeframe and resources? *(0-5 pts)*
- Does the applicant or project team have the appropriate background and preparation to benefit from the training? *(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)

- Will the training improve community service, outreach, or awareness of archival work? *(0-5 pts)*
- Is there a plan to share learning outcomes or capacity with the broader archival or public community? *(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 training opportunity time-sensitive (e.g., one-time offering, urgent need, etc.)? *(0-5 pts)*
- Is there a compelling reason this training is needed 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:**