# MARYLAND HERITAGE AREAS GRANT PROGRAM

# HERITAGE AREA REVIEW COMMITTEE SCORING SHEET: PROJECT GRANT

**Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Type**: **Non-Capital** \_\_\_\_\_\_ **Capital** \_\_\_\_\_\_  **MHAA Funds Requested**: $ \_\_\_\_\_\_\_\_\_\_

**Reviewers Initials**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Final Total Score (maximum 100 points)**

* **Each item should be scored from 0 to the maximum points allowed for that item based on the reviewer’s assessment of how closely the project meets the stated criteria.**
* **Unless indicated as an either/or option, zero points should only be given if no information is provided or applicable.**
* **Local scoring criteria can be added in at the end of the score sheet.**
* **Only award full points, e.g. 5 not 5.5 points.**
1. **PROJECT DESIGN, DELIVERABLES, AND TIMELINE**
* Are project objectives and the methods to accomplish

those objectives clearly stated? Is it clear what the

products/results of the project will be? – **0-10 points**

* Is the project ready to proceed? – **0 – 5 points**
* Is the proposed timeline realistic?Are the necessary steps

included in the timeline?Can the objectives realisticallybe

accomplished in the proposed timeline? – **0-5 points**

 (0 – 20 points) \_\_\_\_\_\_\_\_\_

1. **BUDGET**
* Does the budget contain the necessary expenditures

to accomplish the tasks outlined? – **0-4 points**

* Are the costs outlined in the project budget reasonable and

customary given the goals of the project and for the services

or products being obtained? – **0-4 points**

* Are all items in the budget clearly related to the products,

activities and work described in the Scope of Work? – **0-4 points**

 (0 - 12 points) \_\_\_\_\_\_\_\_\_

* Are the costs in the budget broken down in detail

(e.g. rate X hours, # of items x cost per item)? (0 – 3 points) \_\_\_\_\_\_\_\_\_

1. **URGENCY**
	* Is it critical that the project be accomplished within

a limited timeframe **and/or**

* + Does the project present a time-limited special opportunity? (0 – 10 points) \_\_\_\_\_\_\_\_\_\_
1. **CONSISTENCY WITH HERITAGE AREA MANAGEMENT PLAN AND/OR**

**FIVE-YEAR PLAN/Annual Plan**

* + Is the project (not the organization) consistent with the goals, objectives, strategies, standards, and actions outlined in the Certified Heritage Area management/Five Year/Annual plan?

**20 points** **maximum** = The project **directly** supports goals, objectives, and strategies in the Certified Heritage Area planning documents.

Rubric for HCWHA:

1. The applicant successfully centers the project in at least one of the primary goals of the heritage area: Economic Benefit, Stewardship, Storytelling & Interpretation and Coordination.
	1. Applicant cites page number(s) in relevant plans **(up to 4 points)**
	2. Applicant identifies one or more HCWHA primary goals as central to the project (up **to 4 points)**
	3. Applicant presents a substantive explanation of how goals will be addressed **(up to 4 points)**
2. The project is linked to a strategy, objective, or action described in the Management or 5-year plan, or a Programmatic Boundary Amendment (Washington County 2017 or 2021); or the project is linked to one or more of the Interpretive themes described in the Management Plan.
	1. Applicant cites page number(s) in relevant plans **(up to 1 point)**
	2. Applicant identifies one or more HCWHA strategies, objectives, action items or interpretive themes as relevant to the project **(up to 1 point)**
	3. Applicant presents a substantive explanation of how strategies, objectives, action items or interpretive themes will be addressed **(up to 1 point)**
3. Project is centered on a Civil War resource named in the Management Plan in:
	* + - * Resources, pp. 21-30
				* Appendix D: ABPP Preservation Plans

Or the applicant successfully makes the case that the project is linked to a resource of significance to the Civil War

* 1. Does the applicant cite page numbers in relevant plans? If the Civil War connection is not apparent and/or the resource is not named in the plan, does the applicant make the case that it is a resource of significance to the Civil War? **(up to 3 points)**
1. The answer to C is yes, **and** the project will preserve a structure with Civil War significance or preserve or conserve land of Civil War significance.
	1. Does the applicant cite Stewardship as a primary goal of the project and explain how preservation or conservation will be achieved? **(up to 2 points)**

**10 points maximum** = The project **tangentially** supports goals, objectives, and strategies in the Certified Heritage Area planning documents. **Do not use this rubric if the 20-point maximum rubric was used**:

Up to 10 points if the applicant ***tangentially*** links the project to one of the primary goals of the heritage area: Economic Benefit, Stewardship, Storytelling & Interpretation and Coordination.

* + - 1. Applicant cites page number(s) in relevant plans **(up to 4 points)**
			2. Applicant identifies one or more HCWHA primary goals as relevant to the project (**up to 3 points)**
			3. Applicant presents a substantive explanation of how goals will be addressed **(up to 3 points)**

**(If no points are awarded, it is INELIGIBLE. Stop scoring.**)

 (0 – 20 points) \_\_\_\_\_\_\_\_\_

1. **IMPACT**
* Does the project address one or more of the Maryland Heritage Areas Program’s three areas of focus (**Developing Heritage Tourism Products**; **Building Partnerships**; and/or **Sustaining Regional Identity**)? – **0-5 points**
* Does the project support or highlight the diverse history and cultural traditions of Maryland? – **0-5 points**

 (0 - 10 points) \_\_\_\_\_\_\_\_

1. **ACCESS AND OUTREACH**
* Does the project provide significant public benefit\*\*?– **0-12 points**
* Has the applicant considered provisions for physical or

programmatic access for individuals with disabilities? – **0-3 points**

(0 – 15 points) \_\_\_\_\_\_\_\_\_

*\*\** Public benefit – e.g. restoration of an unused building for heritage tourism use; preservation of a unique, publicly-accessible natural area; provision of heritage-related educational benefits to a school system.

### EXPERTISE AND QUALIFICATIONS

* Are project personnel appropriately qualified to complete the project? **and/or**
* Are there plans to hire and / or partner with individuals and consultants

who possess the necessary expertise?

 (0 – 10 points) \_\_\_\_\_\_\_\_\_

**Total Reviewer Score (maximum 100 points)**

 *\*Please also record at top of 1st page\**