

# **SURVEY AND PLANNING CRITERIA FOR EVALUATION**

Applicant must complete the application addressing the following:

- 1. Relationship to the West Virginia Statewide Plan**
  - How closely does the project or activity correspond to the goals and objectives of the Statewide Plan?
  - Is the relationship clearly explained in the application?
- 2. Local Preservation Programs**
  - Does the applicant demonstrate an ongoing and active commitment to local preservation programs such as an active Certified Local Government program, historic landmark commission, or historical society. (If CLG grant funding, only active CLGS are eligible)
  - Does the applicant's historic preservation program address issues and goals throughout the community or is the activity limited to selected resources or neighborhoods?
- 3. Matching Capabilities**
  - The application must demonstrate ability to match the grant through donated materials, volunteer time or cash support.
  - Does the applicant have a firm commitment for the matching share?
  - If the applicant has been awarded a grant in the past, has it demonstrated its ability to meet the requirements for matching funds?
- 4. Administrative Capability**
  - Has the applicant successfully managed financial responsibilities associated with the grant reimbursement process? (funding history provided by staff.)
- 5. Project Methodology and Readiness**
  - Does the applicant clearly describe the purpose and need for the project?
  - Does the applicant clearly outline the steps necessary to achieve success and complete the project?
- 6. Time Table and Work Products**
  - Does the applicant include a detailed plan for the project including a schedule or timetable for work activities and work product submissions?
  - Will there be tangible work products and are they clearly defined in the application?
- 7. Community Impact**
  - How will this project benefit the community? Is there a wide audience for this project?
  - Is there a plan to promote and educate the public about this project? Is the plan described in the application?
  - Are there letters of support included in the application and do they reflect the community's support and awareness of the project?
  - What is the timespan of the project? Is it a short term project or will it have far reaching impact to the community?
- 8. Application Quality**
  - Does the application contain a clear budget?
  - Is the budget and scope of work clearly tied together?
  - Is the scope of work realistic for the grant time period?
  - Is the budget realistic?