

Ontario County Arts Council Grants Rubric – Guidelines for a quality application

Criteria	Exceeds requirements (5)	Meets requirements (3)	Meets some requirements (1)	Does not meet requirements (0)
Project objectives	Project is feasible, desired outcomes are clearly stated, directly relevant to the arts, and outcome measures have been identified	Project is feasible, outcomes are clearly stated and relevant to the arts; no outcome/success measures have been identified	Project appears to be feasible, outcomes are stated but vague or the relationship to the arts is unclear	Project may not be feasible, no outcomes are provided
Description	Description is detailed with specific information such as timelines, target population(s), status with regulatory requirements, if any, etc.	Description is adequate with enough detail to understand the scope and status of the project	Description is provided but some elements are missing	Description is unclear
Cooperation	Partners have been identified with letter(s) of confirmation of cash or in-kind gifts	Specific partners have been identified	Likely partners are identified	No partners are identified
Arts council	It is clear how arts council funds will be used and how the arts council will be acknowledged	It is clear how the arts council funds will be used; acknowledgement is unclear	Both the use of arts council funds and recognition are vague	Use of arts council funds are unclear and there is no mention of recognition
Costs	The applicant has provided a detailed project budget and documentation (quotes or websites) to show due diligence in seeking value	The applicant has provided a detailed project budget but not enough information to show value	The budget and documentation does not appear to be complete	Budget or documentation is missing
Special circumstances	The project benefits a large number of people or an underserved population (minorities, disabled, low-income)	The project benefits a modest number of people; it is not clear if it will benefit an underserved population	The project benefits a small number of people or those who may already have such opportunities	It is not clear who the project directly benefits