





- 1 – Poor

## Grant Application Confirmation

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### Applicant LTC History\*

The Applicant was asked: *Has your library previously received an LTC: Accessible Small and Rural Communities grant in Round 1 (LTC ACCESS; awarded April 2023) or in Round 2 (LTC ACCESS 2; awarded in February 2024)?*

*Check all that apply*

- My library has not previously received an LTC: Access grant.
- My library received an LTC: Access Round 1 grant.
- My library received an LTC: Access Round 2 grant.

**As the evaluator of this application, I confirm that the applicant selected:**

### Choices

My library has not previously received an LTC: Access grant.

My library received an LTC: Access Round 1 grant.

My library received an LTC: Access Round 200391 cm BT /FAAAAI 10 Tf 1 0 0 -1or of this applicati

## Reviewer Questions: Applications Considered for \$10,000 grant ONLY

Rating Scale: 1=Poor; 2=Fair; 3=Good; 4=Exceptional

### Evaluator Score for Q1: Community and Library Information (\$10,000 ONLY)\*

*Applicant was asked: Describe your library and the community it serves, including demographics, dynamics, and key issues or challenges it faces related to community members with disabilities. What should reviewers know about your library and community in order to understand your proposed community engagement project?*

*Criteria: Does the applicant clearly describe their library and the community it serves, including providing demographics, dynamics, and key issues or challenges it faces related to community members with disabilities?*

**For Narrative Q1: Community and Library Information, I assign a score of:**

**4 – Exceptional:** Applicant clearly defines their community and library, including demographic, dynamics, and key issues that strongly relate to the grant.

**3 – Good:** Community and library are clearly described with demographics, dynamics, and key issues that vaguely connect to the grant.

**2 – Fair:** Community and library are described but demographics, dynamics, and key issues included do not relate to the grant.

**1 – Poor:** Little or no details are provided about the community and/or library.

#### Choices

- 4
- 3
- 2
- 1

### Evaluator Score for Q2: Primary Audience (\$10,000 ONLY)\*

*Applicant was asked: Describe what part(s) of the disabled community will be the primary audience for your project. Why did you choose to focus on this audience? How, if at all, do you currently serve this audience? What are your plans for outreach efforts to engage this audience throughout the project? What are your overarching goals for engaging this audience with your project?*

*Criteria: Does the applicant clearly describe the primary audience for their project, including how and why they chose this audience, their outreach plans, and goals for engaging them? Is their primary audience some subset of people with disabilities?*

**Please note** that while many people of an older age have disabilities, **age itself is not a disability.** For a definition of disability or examples of what is considered a disability, please visit the

*project [FAQ page](#).*

**For Narrative Q2: Primary Audience, I assign a score of:**

**4 – Exceptional:** Applicant clearly describes their primary audience, their disabilities, and how they chose this group. They also supply detailed outreach plans for getting the audience involved and their overarching goals for engaging them in the grant project.

**3 – Good:** Primary audience and their disabilities are specified. How the audience was chosen, their outreach plans, and overarching goals for engaging them in the grant project are loosely described.

**2 – Fair:** Primary audience is generally stated. It is unclear if the audience is people with disability. How the audience was chosen, their outreach plans, and/or overarching goals for engaging them in their project are missing.

**1 – Poor:** Primary audience is not described, is described only in vague terms, or is not people with disability.

#### Choices

- 4
- 3
- 2
- 1

**Evaluator Score for Q3: Rationale (\$10,000 ONLY)\***

Choices

- 4
- 3
- 2
- 1

Evaluator Score for Q4: Project Plan (\$10,000 ONLYa\$10,000 003117 00 dtol1

3  
2  
1

### Evaluator Score for Q5: \$10,000 Budget Plan\*

*Applicant was asked: Describe your plans for the grant funds. What will you use the funding to purchase or support? Please be specific (e.g. \$5,000 will be spent on staff time to support the development and implementation of the project, \$3,000 will be used to purchase and install an automatic door opener, \$1,000 will be used as incentives for conversation participants). The total amount of this section should add up to \$10,000.*

Criteria: Does the application add up to \$10,000 dollars?

You may refer to a list of eligible expenses here.

For Narrative Q5: \$10,000 Budget Plan, I assign a score of:

- **4 – Exceptional:** Budget adds up to \$10,000 dollars and clearly relates to proposed project.
- **3 – Good:** Budget is slightly over/under \$10,000 but clearly relates to proposed project. *ALA follow-up with applicant needed.*
- **2 – Fair:** Budget adds up to \$10,000 and clearly relates to proposed project but has a potentially ineligible cost. *ALA follow-up with applicant needed.*
- **1 – Poor:** Budget does not relate to the proposed project or is extremely over/under \$10,000.

### Choices

4  
3  
2  
1

### Overall Application Score (\$10,000 ONLY)\*

*Please assign this application an overall score.*



- **3 – Good:** I am fairly confident that the applicant will be able to successfully carry out their proposed plans and that their project serves the purpose of the *LTC: Accessible Small and Rural Communities* grant opportunity.
- **2 – Fair:** I have some concerns or hesitations that the applicant will be able to carry out their proposed plans or that their project serves the purpose of the *LTC: Accessible Small and Rural Communities* grant opportunity.
- **1 – Poor:** Applicant doesn't seem to have the ability to carry out their proposed plans and/or their project does not serve the purpose of the *LTC: Accessible Small and Rural Communities* grant opportunity.

Choices

- 4
- 3
- 2
- 1

**Total Application Numeric Score (\$10,000 ONLY)\***

Please total your scores for each of the above questions, including the overall application score. For this application, I assign a total score of:

Choices

- 24
- 23
- 22
- 21
- 20
- 19
- 18
- 17
- 16
- 15
- 14
- 13
- 12
- 11
- 10
- 9
- 8
- 7
- 6

Evaluation

*project [FAQ page](#).*

**For Narrative Q2: Primary Audience, I assign a score of:**

**4 – Exceptional:** Applicant clearly describes their primary audience, their disabilities, and how they chose this group. They also supply detailed outreach plans for getting the audience involved and their overarching goals for engaging them in the grant project.

**3 – Good:** Primary audience and their disabilities are specified. How the audience was chosen, their outreach plans, and overarching goals for engaging them in the grant project are loosely described.

**2 – Fair:** Primary audience is generally stated. It is unclear if the audience is people with disability. How the audience was chosen, their outreach plans, and/or overarching goals for engaging them in their project are missing.

**1 – Poor:** Primary audience is not described, is described only in vague terms, or is not people with disability.

#### Choices

- 4
- 3
- 2
- 1

#### Evaluator Score for Q3: Rationale (\$20,000 ONLY)\*

*Applicant was asked: What challenge or opportunity does your project seek to address for the primary audience? How was it identified? Describe how you used relevant information from reliable sources to define the need, challenge, or opportunity you seek to address.*

*Criteria: Does the applicant describe what challenge or opportunity their project seeks to address for their primary audience and detail how they identified it?*

**For Narrative Q3: Rationale, I assign a score of:**

- **4 – Exceptional:** Applicant clearly describes the challenge/opportunity they seek to address for their primary audience through their project. Relevant information from reliable sources is provided as background for how the applicant identified the issue/opportunity.
- **3 – Good:** Challenge/opportunity the project seeks to address for their primary audience is clearly described. How the challenge/opportunity was identified is loosely detailed with limited background sources.
- **2 – Fair:** Challenge/opportunity the project seeks to address for their primary audience

## Choices

4  
3  
2  
1

### Evaluator Score for Q4: Project Plan (\$20,000 ONLY)\*

*Applicant was asked: Describe your preliminary plan for addressing the challenge or opportunity identified. What activities will you carry out to execute the plan? How has the input of the primary audience influenced this plan? How will the perspectives and input of the primary audience continue to be incorporated throughout the project? How will you share information about the project and its outcomes? Do you have any community partners in mind (existing or new) that you plan to engage in the process?*

*Please Note: All selected sites will be required to facilitate at least one community conversation with the identified primary audience to discuss accessibility in the community and library in order to collaboratively identify existing resources, needs/gaps, and priorities. Sites will be expected to revise or affirm their preliminary plans based on the outcomes of the conversation.*

*Criteria: Does applicant describe their preliminary plan for addressing the challenge/opportunity identified, including activities; how input of primary audience will be incorporated throughout the project; how they will share out information about the project; and if they plan to include any community partners in the project?*

#### For Narrative Q4: Project Plan, I assign a score of:

- **4 – Exceptional:** Project plan and how it will address the challenge/opportunity identified for the primary audience is clearly described. Applicant clearly details planned activities; how they'll incorporate input from primary audience throughout the project; and how they'll share information about their project. Applicant also plans to engage community partners in their project.
- **3 – Good:** Project plan and how it will address the challenge/opportunity identified for the primary audience is clearly described. Applicant details planned activities; how they'll incorporate input from primary audience throughout the project; and how they'll share information about their project.
- **2 – Fair:** Project plan and how it will address the challenge/opportunity identified for the primary audience is defined. Applicant does is missing details about planned activities; how they'll incorporate input from their primary audience; and/or how they'll share information about the project.
- **1 – Poor:** Project plan is missing, difficult to understand, or does not relate to the challenge/opportunity identified.

## Choices

4

3  
2  
1

### Evaluator Score for Q5: \$20,000 Budget Plan\*

*Applicant was asked: Describe your plans for the grant funds. What will you use the funding to purchase or support? Please be specific e.g. \$10,000 will be spent on staff time to support the development and implementation of the project, \$6,000 will be used to purchase and install an automatic door opener, \$2,000 will be used as incentives for conversation participants). The total amount of this section should add up to \$20,000.*

Criteria: Does the application add up to \$20,000 dollars?

You may refer to a list of eligible expenses here.

For Narrative Q5: \$20,000 Budget Plan, I assign a score of:

- **4 – Exceptional:** Budget adds up to \$20,000 dollars and clearly relates to proposed project.
- **3 – Good:** Budget is slightly over/under \$20,000 but clearly relates to proposed project. *ALA follow-up with applicant needed.*
- **2 – Fair:** Budget adds up to \$20,000 and clearly relates to proposed project but has a potentially ineligible cost. *ALA follow-up with applicant needed.*
- **1 – Poor:** Budget does not relate to the proposed project or is extremely over/under \$20,000.

### Choices

4  
3  
2  
1

### Overall Application Score (\$20,000 ONLY)\*

*Please assign this application an overall score.*

*Criteria: Applicant has a clear idea, audience, goal, and plan for a project that firmly relates to the purpose of the JT 0 G {11(y)catio plCriter-1 r303 0.568,2ral Communities grant opportunity.*

For Overall Application, I assign a score of:

- **4 – Exceptional:** I am extremely confident that the applicant will be able to successfully carry out their proposed plans and that their project serves the purpose of the LTC: *Accessible Small and Rural Communities grant opportunity.*

Evaluation

## Evaluator Score for Q1: Community and Library Information (\$10,000 or \$20,000)\*

*Applicant was asked: Describe your library and the community it serves, including demographics, dynamics, and key issues or challenges it faces related to community members with disabilities. What should reviewers know about your library and community in order to understand your proposed community engagement project?*

*Criteria: Does the applicant clearly describe their library and the community it serves, including providing demographics, dynamics, and key issues or challenges it faces related to community members with disabilities?*

**For Narrative Q1: Community and Library Information, I assign a score of:**

**4 – Exceptional:** Applicant clearly defines their community and library, including demographic, dynamics, and key issues that strongly relate to the grant.

**4 – Exceptional:** Applicant clearly describes their primary audience, their disabilities, and how they chose this group. They also supply detailed outreach plans for getting the audience involved and their overarching goals for engaging them in the grant project.





**Evaluator Score for Q5: Budget Plan (\$10,000 or \$20,000)\***

*Applicant was asked:* Below, please describe your budget plans for an award of \$20,000. If you are not selected for the \$20,000 award, you will then be considered for the \$10,000 award. Where indicated, describe how your plans would adjust or change if you are awarded \$10,000.

***\$20,000 Budget Plan\*** Describe your plans for the grant funds. What will you use the funding to purchase or support? Please be specific (e.g. \$10,000 will be spent on staff time to support the*

**For Overall Application, I assign a score of:**

- **4 – Exceptional:** I am extremely confident that the applicant will be able to successfully carry out their proposed plans and that their project serves the purpose of the *LTC: Accessible Small and Rural Communities* grant opportunity.
- **3 – Good:** I am fairly confident that the applicant will be able to successfully carry out their proposed plans and that their project serves the purpose of the *LTC: Accessible Small and Rural Communities* grant opportunity.
- **2 – Fair:** I have some concerns or hesitations that the applicant will be able to carry out their proposed plans or that their project serves the purpose of the *LTC: Accessible Small and Rural Communities* grant opportunity.
- **1 – Poor:** Applicant doesn't seem to have the ability to carry out their proposed plans and/or their project does not serve the purpose of the *LTC: Accessible Small and Rural Communities* grant opportunity.

**Choices**

- 4
- 3
- 2
- 1

**Total Application Numeric Score (\$10,000 or \$20,000)\***

Please total your scores for each of the above questions, including the overall application score.. For this application, I assign a total score of:

**Choices**

- 24
- 23
- 22
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- 7
- 6

## *Overall Recommendation and Written Comments*

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**Would you recommend that this application be awarded this grant?\***

### Choices

Yes

Yes, with reservations

No

### **Overall Application Comments\***

No peer review is complete without comments. Please write 3-5 sentences minimum, describing both strengths and weaknesses of the application. Your comments will play a critical role in determining which libraries receive funding. **Please note that your feedback may be anonymized and shared with applicants, so be sure it is constructive and detailed.**

*Character Limit: 1500*

## *Review and Submit*

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**Please review your scores and written comments to ensure a complete evaluation.**

Once you have completed your review, click "Save" in the bottom right corner of your screen. Note: The "Save" button takes the place of a "Submit" button. When you click "Save" you will be taken to the confirmation page to notify you that your work has been saved and then direct you back to your Dashboard.

When you have completed all of your evaluations, your dashboard will show all of your assigned applications in green and labeled as "Complete". If an application is in orange and marked "In Draft", please review your evaluation as it is not yet complete (e.g. one score is missing from a required question).

If you have any questions contact the Public Programs Office at [publicprograms@ala.org](mailto:publicprograms@ala.org). Thank you again for being a reviewer!