

Scroll down for the Individual Community Member Rubric

Black Cultural Preservation Mini-Grants Program Event Scoring Rubric For Community-Based Organizations

The rubric below will be used to evaluate potential events for the Black Cultural Preservation Mini-Grants Program.

Weight	Criteria	4 Ideal	3 Exemplary	2 Satisfactory	1 Needs Improvement	0 Unacceptable
25%	<p><u>Project Description</u></p> <p>Is the event's purpose clearly outlined, and are the necessary application deliverables properly</p>	<p>The applicant has thoroughly outlined the event's purpose and presented relevant documents. The applicant can speak to a proven history of results and is in coordination with</p>	<p>The applicant has outlined the event's purpose in some detail, attainable timeline, and budget, and shared how the proposed event can positively impact the</p>	<p>The applicant has delivered a narrative, attainable timeline, and budget. The Black identity is relevant to the event as</p>	<p>The applicant has completed and delivered all the necessary deliverables but requires</p>	<p>The applicant did not meet expectations. There are missing documents, and deliverables are</p>

	presented?	relevant and reputable partners. The Black identity is relevant to the event, as evidenced by application materials.	community. The Black identity is clearly relevant to the event as evidenced by application materials.	evidenced by application materials.	technical assistance.	insufficient to produce an event.
15%	<p><u>Capacity and Qualifications</u></p> <p>Do you feel confident in the capacity and capabilities of the applicant to successfully produce this event?</p>	<p>The applicant has relevant experience with the event planning process and a diverse event production history. The applicant provides evidence of relevant cultural knowledge, understanding, and sensitivity to the Black community's needs and perspectives.</p>	<p>The applicant has relevant experience with various event planning efforts. The applicant provides evidence of relevant cultural knowledge, understanding, and sensitivity to the Black community's needs and perspectives.</p>	<p>The applicant has supported the event planning processes. The applicant provides evidence of relevant cultural knowledge, understanding, and sensitivity to the Black community's needs and perspectives.</p>	<p>The applicant has the potential to run an event and has set out a structured plan for the event.</p>	<p>The applicant has no experience with event planning.</p>

<p>25%</p>	<p><u>Preserving and Promoting Black Culture</u></p> <p>Does the applicant’s event strengthen and empower the neighborhood’s Black community and the population’s cultural assets?</p>	<p>The event proposal identifies areas of focus and improvement for the specific neighborhood and offers solutions tailored to those needs.</p> <p>The proposal considers the cultural relevance of programming and iterates the unique value the event renders to Black people in the identified neighborhood.</p>	<p>The event strengthens the neighborhood’s Black culture and community and adds to the protection and promotion of the neighborhood’s Black population.</p> <p>The event proposal identifies areas of focus and improvement for the specific neighborhood and offers solutions tailored to those needs.</p>	<p>The event strengthens black culture and community. The event adds to protecting and promoting the neighborhood’s Black population.</p>	<p>The event strengthens black culture and community but is not focused on protecting and promoting the neighborhood’s Black population.</p>	<p>The event does not strengthen the neighborhood’s Black culture and community.</p>
<p>20%</p>	<p><u>Connections and Community Buy-In</u></p>	<p>The applicant lives/works in the neighborhood, has ties to the community, has one</p>	<p>The applicant lives/works in the neighborhood, has one letter of</p>	<p>The applicant who lives/works in the neighborhood</p>	<p>The applicant lives/works in the neighborhood but needs</p>	<p>The applicant does not live or work in the neighborhood,</p>

	Does the applicant have support/connections to the neighborhood's community stakeholders, community-based organizations, and community members?	or more letters of support, and can generate exceptional community buy-in for the event. Shows potential for fostering meaningful connections and collaborations with neighborhood organizations or initiatives that align with the project's goals.	support, and, through their connections, can garner sufficient community buy-in. The applicant shows potential for fostering meaningful connections and collaborations with neighborhood organizations or initiatives that align with the project's goals.	has one letter of support and confirmed support from a neighborhood community benefit organization.	assistance in garnering community buy-in. The applicant does not have a letter of support.	and it is unclear if the event suits the neighborhood. The applicant does not have a letter of support.
15%	<u>Budget and Financing</u> Does the applicant offer budget documentation? If so, are the deliverables	The applicant presents appropriate costs for the event's needs and has outlined other funding. The budget includes information or strategies that point to broader efforts	The applicant presents appropriate costs for event needs and has outlined other funding. The budget includes eligible expenses (City	The applicant presents an outlined budget. The budget includes eligible expenses (City permits, equipment	The applicant has delivered a drafted budget. The budget includes some eligible expenses (City permits, equipment	Cost is not appropriate for the scope of the event. The budget does not include eligible expenses (City permits, equipment

	<p>thorough and transparent?</p>	<p>toward sustainable community offerings (ex. Applicant indicates a financial plan outlining how the project will thrive beyond the grant period.)</p> <p>The budget includes the eligible expenses (City permits, equipment rentals, marketing and promotional collateral, space rentals, vendor and artist/performer payments) listed on the application if applicable.</p>	<p>permits, equipment rentals, marketing and promotional collateral, space rentals, vendor and artist/performer payments) listed on the application if applicable.</p>	<p>rentals, marketing and promotional collateral, space rentals, vendor and artist/performer payments) listed on the application if applicable.</p>	<p>rentals, marketing and promotional collateral, space rentals, vendor and artist/performer payments) listed on the application if applicable.</p>	<p>rentals, marketing and promotional collateral, space rentals, vendor and artist/performer payments) listed on the application.</p>
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Black Cultural Preservation Mini-Grants Program

Event Scoring Rubric

For Individual Community Members

The rubric below will be used to evaluate potential events for the Black Cultural Preservation Mini-Grants Program.

Weight	Criteria	4 Ideal	3 Exemplary	2 Satisfactory	1 Needs Improvement	0 Unacceptable
25%	<p><u>Project Description</u></p> <p>Is the event's purpose clearly outlined, and are the application deliverables adequately presented?</p>	<p>The applicant has thoroughly outlined the event's purpose and presented relevant documents. The applicant can speak to a proven history of results and is in coordination with</p>	<p>The applicant has outlined the event's purpose in some detail, attainable timeline, and budget, and shared how the proposed event can positively impact the</p>	<p>The applicant has delivered a narrative, attainable timeline, and budget. The Black identity is relevant to the event as</p>	<p>The applicant has completed and delivered all the necessary deliverables but requires</p>	<p>The applicant did not meet expectations. There are missing documents, and deliverables are</p>

		relevant and reputable partners. The Black identity is relevant to the event, as evidenced by application materials.	community. The Black identity is clearly relevant to the event as evidenced by application materials.	evidenced by application materials.	technical assistance.	insufficient to produce an event.
20%	<p><u>Capacity and Qualifications</u></p> <p>Do you feel confident in the capacity and capabilities of the applicant to successfully produce this event?</p>	<p>The applicant has relevant experience with the event planning process and a diverse event production history. The applicant provides evidence of relevant cultural knowledge, understanding, and sensitivity to the Black community's needs and perspectives.</p>	<p>The applicant has relevant experience with various event planning efforts. The applicant provides evidence of relevant cultural knowledge, understanding, and sensitivity to the Black community's needs and perspectives.</p>	<p>The applicant has supported the event planning processes. The applicant provides evidence of relevant cultural knowledge, understanding, and sensitivity to the Black community's needs and perspectives.</p>	<p>The applicant has the potential to run an event and has set out a structured plan for the event.</p>	<p>The applicant has no experience with event planning.</p>

<p>25%</p>	<p><u>Preserving and Promoting Black Culture</u></p> <p>Does the applicant’s event strengthen and empower the neighborhood’s Black community and the population's cultural assets?</p>	<p>The event proposal identifies areas of focus and improvement for the specific neighborhood and offers solutions tailored to those needs.</p> <p>The proposal considers the cultural relevance of programming and iterates the unique value the event renders to Black people in the identified neighborhood.</p>	<p>The event strengthens the neighborhood’s Black culture and community and adds to the protection and promotion of the neighborhood’s Black population.</p> <p>The event proposal identifies areas of focus and improvement for the specific neighborhood and offers solutions tailored to those needs.</p>	<p>The event strengthens black culture and community. The event adds to protecting and promoting the neighborhood’s Black population.</p>	<p>The event strengthens black culture and community but is not focused on protecting and promoting the neighborhood’s Black population.</p>	<p>The event does not strengthen the neighborhood’s Black culture and community.</p>
<p>15%</p>	<p><u>Connections and Community</u></p>	<p>The applicant lives/works in the neighborhood, has ties to the community, has one</p>	<p>The applicant lives/works in the neighborhood, has one letter of</p>	<p>The applicant who lives/works in the neighborhood</p>	<p>The applicant lives/works in the neighborhood but needs</p>	<p>The applicant does not live or work in the neighborhood,</p>

	<p><u>Buy-In</u></p> <p>Does the applicant have support/connections to the neighborhood's community stakeholders, community-based organizations, and community members?</p>	<p>or more letters of support, and can generate exceptional community buy-in for the event. Shows potential for fostering meaningful connections and collaborations with neighborhood organizations or initiatives that align with the project's goals.</p>	<p>support, and, through their connections, can garner sufficient community buy-in. The applicant shows potential for fostering meaningful connections and collaborations with neighborhood organizations or initiatives that align with the project's goals.</p>	<p>has one letter of support and confirmed support from a neighborhood community benefit organization.</p>	<p>assistance in garnering community buy-in. The applicant does not have a letter of support.</p>	<p>and it is unclear if the event suits the neighborhood. The applicant does not have a letter of support.</p>
<p>15%</p>	<p><u>Budget and Financing</u></p> <p>Does the applicant offer budget documentation? If so,</p>	<p>The applicant presents appropriate costs for the event's needs and has outlined other funding. The budget includes information or strategies that point to broader efforts</p>	<p>The applicant presents appropriate costs for event needs and has outlined other funding. The budget includes eligible expenses (City</p>	<p>The applicant presents an outlined budget. The budget includes eligible expenses (City permits, equipment</p>	<p>The applicant has delivered a drafted budget. The budget includes some eligible expenses (City permits, equipment</p>	<p>Cost is not appropriate for the scope of the event. The budget does not include eligible expenses (City permits, equipment</p>

	<p>are the deliverables thorough and clear?</p>	<p>toward sustainable community offerings (ex. Applicant indicates a financial plan outlining how the project will thrive beyond the grant period.)</p> <p>The budget includes the eligible expenses (City permits, equipment rentals, marketing and promotional collateral, space rentals, vendor and artist/performer payments) listed on the application if applicable.</p>	<p>permits, equipment rentals, marketing and promotional collateral, space rentals, vendor and artist/performer payments) listed on the application if applicable.</p>	<p>rentals, marketing and promotional collateral, space rentals, vendor and artist/performer payments) listed on the application if applicable.</p>	<p>rentals, marketing and promotional collateral, space rentals, vendor and artist/performer payments) listed on the application if applicable.</p>	<p>rentals, marketing and promotional collateral, space rentals, vendor and artist/performer payments) listed on the application.</p>
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