



## Creative Sector Flex Fund Evaluation Rubric

Thank you for sharing your feedback and for participating in our Creative Sector Flex Fund Evaluation Panel. For each value category and sub-category please use the below rubrics to guide you in your evaluation. Please take careful note of the numeric scale for each category. For example, Community Value and Stewardship each use a scale of 10-0, with 10 being the highest and 0 being the lowest possible score. For the Participation and Engagement Value category, the scoring scale is from 15-0, with 15 being the highest possible score and 0 being the lowest. The highest possible score overall is 90 points total.

After thoroughly reviewing an application, please select the score that most reflects the applicant overall in each criterion. The prompts and questions that are stated below, are the exact prompts and questions asked in the application. Please choose the rubric category that the applicant mostly matched in their application and application materials. Do not compare applicants to one another, only against the scoring criteria and the material presented in their application. When evaluating only use whole numbers, not fractions.

The evaluation is self-guided. You may evaluate the applications at your own pace within the deadlines given to you by the PPA Partner. Each evaluation may take about 20-30 minutes to review. You will receive an honorarium of \$250 for your participation in the panel. Thank you for your contributions to the community and the arts!

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Date of Review:

Organization Name:

Evaluator:



Organization Name:

Evaluator:

Criteria Category: **COMMUNITY VALUE**

(What are you doing as an organization that provides value to your community?)

Specific Criteria: **Artistic offerings and or services that strengthen its community culturally, educationally and/or economically.**

*Over the past year, how did your artistic offerings and/or services support your community culturally, educationally, and/or economically? (Your response may include a description of the value provided to your community, whether adding to its cultural landscape, educational opportunities, or economic opportunities promoted directly or indirectly within your community)*

Outstanding (10)	Above Average (7-9)	Average (4-6)	Below Average (1-3)	Unacceptable (0)	Total
Applicant <b>exceedingly</b> demonstrated its value to its community. Prompts and questions were answered thoroughly with specific evidence provided and outlined	Applicant <b>strongly</b> demonstrated its value to its community. Prompts and questions were answered well and pointed to specific evidence provided and outlined.	Applicant <b>satisfactorily</b> demonstrated its value to its community. Prompts and questions were answered to meet the criteria but did not strongly provide evidence to be either above or below expectation.	Applicant <b>does not sufficiently</b> demonstrate its value to its community. Response did not provide enough evidence to demonstrate the criteria provided.	Applicant <b>inadequately</b> demonstrated its value to its community. Prompts and questions were not answered in relation to what was being asked.	

Notes:



Organization Name:

Evaluator:

Criteria Category: **COMMUNITY VALUE**

(What are you doing as an organization that provides value to your community?)

Specific Criteria: **Artists and artistic offerings and/or services involve and are meaningful to the community being served.**

*Over the past year, describe how artistic decisions were made and by whom. How did you know your artistic products and/or services were meaningful to your community?*

Outstanding (10)	Above Average (7 -9)	Average (4-6)	Below Average (1-3)	Unacceptable (0)	Total
Applicant <b>exceedingly</b> demonstrated its value to its community. Prompts and questions were answered thoroughly with specific evidence provided and outlined.	Applicant <b>strongly</b> demonstrated its value to its community. Prompts and questions were answered well and pointed to specific evidence provided and outlined.	Applicant <b>satisfactorily</b> demonstrated its value to its community. Prompts and questions were answered to meet the criteria but did not strongly provide evidence to be either above or below expectation.	Applicant <b>does not sufficiently</b> demonstrate its value to its community. Response did not provide enough evidence to demonstrate the criteria provided.	Applicant <b>inadequately</b> demonstrated its value to its community. Prompts and questions were not answered in relation to what was being asked.	

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Organization Name:

Evaluator:

Criteria Category: **COMMUNITY VALUE**

(What are you doing as an organization that provides value to your community?)

Specific Criteria: **Relevant arts learning opportunities for community members.**

*Over the past year, describe how you defined and determined the impact of your arts learning initiatives within your community.*

Outstanding (10)	Above Average (7 -9)	Average (4-6)	Below Average (1-3)	Unacceptable (0)	Total
Applicant <b>exceedingly</b> demonstrated its value to its community. Prompts and questions were answered thoroughly with specific evidence provided and outlined.	Applicant <b>strongly</b> demonstrated its value to its community. Prompts and questions were answered well and pointed to specific evidence provided and outlined.	Applicant <b>satisfactorily</b> demonstrated its value to its community. Prompts and questions were answered to meet the criteria but did not strongly provide evidence to be either above or below expectation.	Applicant <b>does not sufficiently</b> demonstrate its value to its community. Response did not provide enough evidence to demonstrate the criteria provided.	Applicant <b>inadequately</b> demonstrated its value to its community. Prompts and questions were not answered in relation to what was being asked.	

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Organization Name:

Evaluator:

Criteria Category: **PARTICIPATION & ENGAGEMENT VALUE**

(Based upon your value above, how are you engaging your audiences to increase participation?)

Specific Criteria: **Apart from being audience members or beneficiaries, community members are central to the design of the applicant's work.**

*Over the past year, describe your community's involvement in your work and its feedback related to your artistic products and/or services.*

Outstanding (15)	Above Average (11-14)	Average (6-10)	Below Average (1-5)	Unacceptable (0)	Total
Applicant <b>exceedingly</b> demonstrated its value through its Participation and Engagement. Prompts and questions were answered thoroughly with specific evidence provided and outlined.	Applicant <b>strongly</b> demonstrated its value through its Participation and Engagement. Prompts and questions were answered well and pointed to specific evidence provided and outlined.	Applicant <b>satisfactorily</b> demonstrated its value through its Participation and Engagement. Prompts and questions were answered to meet the criteria but did not strongly provide evidence to be either above or below expectation.	Applicant <b>does not sufficiently</b> demonstrate its value through its Participation and Engagement. Response did not provide enough evidence to demonstrate the criteria provided.	Applicant <b>inadequately</b> demonstrated its value through its Participation and Engagement. Prompts and questions were not answered in relation to what was being asked.	

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Organization Name:

Evaluator:

Criteria Category: **PARTICIPATION & ENGAGEMENT VALUE**

(Based upon your value above, how are you engaging your audiences to increase participation?)

Specific Criteria: **Plans and action-oriented practices toward increasing community participation in artistic offerings, including efforts to reach new audiences.**

*Over the past year, describe your organization's plans and work to advance community participation, including efforts to reach new audiences.*

Outstanding (15)	Above Average (11-14)	Average (6-10)	Below Average (1-5)	Unacceptable (0)	Total
Applicant <b>exceedingly</b> demonstrated its value through its Participation and Engagement. Prompts and questions were answered thoroughly with specific evidence provided and outlined	Applicant <b>strongly</b> demonstrated its value through its Participation and Engagement. Prompts and questions were answered well and pointed to specific evidence provided and outlined.	Applicant <b>satisfactorily</b> demonstrated its value through its Participation and Engagement. Prompts and questions were answered to meet the criteria but did not strongly provide evidence to be either above or below expectation.	Applicant <b>does not sufficiently</b> demonstrate its value through its Participation and Engagement. Response did not provide enough evidence to demonstrate the criteria provided.	Applicant <b>inadequately</b> demonstrated its value through its Participation and Engagement. Prompts and questions were not answered in relation to what was being asked.	

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Organization Name:

Evaluator:

Criteria Category: **STEWARDSHIP VALUE**

(How does your organization appropriately manage activities and funds?)

Specific Criteria: **Planning processes appropriate to the organization, mission, and goals.**

*Describe your most recently completed planning process, including who was involved. Describe the key findings and goals that followed this planning process, and how you track and measure progress.*

Outstanding (10)	Above Average (7-9)	Average (4-6)	Below Average (1-3)	Unacceptable (0)	Total
Applicant <b>exceedingly</b> demonstrated its value through its Stewardship. Prompts and questions were answered thoroughly with specific evidence provided and outlined	Applicant <b>strongly</b> demonstrated its value through its Stewardship. Prompts and questions were answered well and pointed to specific evidence provided and outlined.	Applicant <b>satisfactorily</b> demonstrated its value through its Stewardship. Prompts and questions were answered to meet the criteria but did not strongly provide evidence to be either above or below expectation.	Applicant <b>does not sufficiently</b> demonstrate its value through its Stewardship. Response did not provide enough evidence to demonstrate the criteria provided.	Applicant <b>inadequately</b> demonstrated its value through its Stewardship. Prompts and questions were not answered in relation to what was being asked.	

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Organization Name:

Evaluator:

Criteria Category: **STEWARDSHIP VALUE**

(How does your organization appropriately manage activities and funds?)

Specific Criteria: **Capacity to carry out programs and projects as planned.**

*Over the past year, how did you ensure that you were able to carry about your programs or projects? To what degree were you able to carry out programs as planned?*

Outstanding (10)	Above Average (7-9)	Average (4-6)	Below Average (1-3)	Unacceptable (0)	Total
Applicant <b>exceedingly</b> demonstrated its value through its Stewardship. Prompts and questions were answered thoroughly with specific evidence provided and outlined	Applicant <b>strongly</b> demonstrated its value through its Stewardship. Prompts and questions were answered well and pointed to specific evidence provided and outlined.	Applicant <b>satisfactorily</b> demonstrated its value through its Stewardship. Prompts and questions were answered to meet the criteria but did not strongly provide evidence to be either above or below expectation.	Applicant <b>does not sufficiently</b> demonstrate its value through its Stewardship. Response did not provide enough evidence to demonstrate the criteria provided.	Applicant <b>inadequately</b> demonstrated its value through its Stewardship. Prompts and questions were not answered in relation to what was being asked.	

**Notes:**



Organization Name:

Evaluator:

Criteria Category: **STEWARDSHIP VALUE**

(How does your organization appropriately manage activities and funds?)

Specific Criteria: **Appropriate financial planning and oversight practices.**

*Describe your financial planning and oversight practices, including who participates in and is accountable for financial management and organizational oversight. Describe the financial condition of your organization and key actions taken to ensure adequate resources are available to carry out your mission or arts program.*

Outstanding (10)	Above Average (7 -9)	Average (4-6)	Below Average (1-3)	Unacceptable (0)	Total
Applicant <b>exceedingly</b> demonstrated its value through its Stewardship. Prompts and questions were answered thoroughly with specific evidence provided and outlined	Applicant <b>strongly</b> demonstrated its value through its Stewardship. Prompts and questions were answered well and pointed to specific evidence provided and outlined.	Applicant <b>satisfactorily</b> demonstrated its value through its Stewardship. Prompts and questions were answered to meet the criteria but did not strongly provide evidence to be either above or below expectation.	Applicant <b>does not sufficiently</b> demonstrate its value through its Stewardship. Response did not provide enough evidence to demonstrate the criteria provided.	Applicant <b>inadequately</b> demonstrated its value through its Stewardship. Prompts and questions were not answered in relation to what was being asked.	

**Notes:**



Pennsylvania  
**Creative Industries**  
Powered by Pennsylvania Council on the Arts

Organization Name:

Evaluator:

Final Total Score:

Strengths:

Opportunities: