

Tri-Cities Historical Museum
Drake Middlemist Fund Rubric

Criteria	Insufficient-1	Needs Improvement-2	Adequate-3	Exceptional-4
Formatting, Organization, Readability	Included some of the Drake Middlemist Fund application components. Writing includes some grammatical, spelling, or punctuation errors that distract the reader. Reflected incomplete knowledge of professional formatting.	Included most of the Drake Middlemist Fund application components. Writing has some grammatical spelling or punctuation errors, but it does not distract the reader. Reflected some knowledge of professional formatting citations, references and paper formatting.	Included most of the Drake Middlemist Fund application components. Writing is largely free of grammatical, spelling, or punctuation errors. The style of writing generally facilitates communication. Professional formatting was largely consistent and logical within text citations, references, and paper formatting	Included all of the Drake Middlemist Fund application components. Writing is free of grammatical, spelling, or punctuation errors. The style of writing facilitates communication. Professional formatting was logical and consistent within text citations, references, and paper formatting.
Rationale for the Project and Methodologies	Vaguely addressed a justification for expenditures. Description lacked detail and depth.	Addressed the major expenditures with a basic justification. Included a vague description of the major steps.	Addressed each expenditure with a clear justification. Provided an account for major expenses. Included description of the major steps, describing the strengths, weaknesses, and critical attributes.	Thoroughly addressed each expenditure with a clear justification. Provided detailed account of expenses. Included detailed description of the steps with thorough description of strengths, weaknesses, and critical attributes.
Feasibility	Insufficient information about personnel, project activities timeline, or budget expenditures to gauge feasibility.	Project's assembled personnel, timeline, or budget expose weaknesses in plan design. Outcomes unlikely to be achieved in project's current form.	Deficiencies or overestimations exist in personnel, timeline, or budget within tolerable range, outcomes appear achievable despite gaps or leaps.	Personnel, activities timeline, and budget expenditures congruent with project description and outcomes.

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Impact and significance to the Tri-Cities Historical Museum and greater community	Discussion about possible impacts to research is limited or lacks a clear point of view and logical sequence of information. No explicit relationship between project and TCHM or community.	Discussion about possible impacts to research is vague in conveying a point of view and does not create a strong sense of purpose. Project tangentially but not directly relates to TCHM or community.	Some discussion about possible impacts to research is logically presented with some support. Project elements align with the goals of the TCHM or community, but not both.	Multiple possible impacts on research are clearly and concisely presented with supporting references. Project outcomes align with the goals of the TCHM and community.

Application date _____

Application submitted by _____

Total score _____