

LSTA ADVISORY COUNCIL REVIEW FORM

FY _____ LIBRARY SERVICES AND TECHNOLOGY ACT

Division of Library and Information Services

Library / Organization:

Project Title:

COMMENTS

**Initial
Rating**

Excellent project; **HIGH** funding priority

Good project; **MEDIUM** funding priority

Project has merit; **LOW** funding priority

NO funding priority

**Final
Rating***
(Check one)

Council Member's Signature _____

This form will be turned in to be included in the Grants Office files.

* Please indicate your rating only after the application has been discussed by the Council during the meeting in Tallahassee.

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Instructions

The Advisory Council will review and provide recommendations for applications submitted to the Division under the Library Services and Technology Act (LSTA).

Council members should consider two issues when judging an application. The first is the need for the project and the benefits for the target audience; and the second is the quality of planning for the project as demonstrated by the application. In keeping with the purposes of the LSTA grant program, you should address the following questions as you assess the applications:

- ✓ Does the project address the goals and outcomes of *Lead...Develop...Innovate: Florida's Library Services and Technology Act Plan 2008-2012*?
- ✓ Has the need for the project been clearly and persuasively established?
- ✓ Does the application reflect thoughtful planning to help ensure a successful project?
- ✓ Are the outcomes or accomplishments of the project clear and achievable? Will they result in an improvement or change in library service that will be easy to evaluate?
- ✓ Is the plan of action or work plan clearly stated, appropriate, and reasonable?
- ✓ Is the budget and staffing appropriate, given the scope and anticipated results of the project?

The LSTA Council Review Form has two purposes: to serve as a guide for you to use while assessing the application; and to assist the Division in responding to requests for information from applicants about ratings received. Completed rating forms will be kept on file in the Division.

- Complete one form for each application.
- Type or legibly write your comments in the space provided on the form.
- Provide an "initial rating" of the application by checking your individual rating of the application next to your recommended funding priority. Projects should receive a rating of **high, medium, low** or **no** funding priority. You will give a "final rating" to the application **after the Council has discussed it**. This final rating should correspond with your vote.