

Archival Workers Emergency Fund (AWEF) Evaluation Rubric

Updated April 15, 2020

The AWEF Grant Review Committee is committed to following a transparent and equitable process of application and evaluation. All applications will be evaluated by at least three members of the committee. In conducting evaluations, the committee agrees to check and hold each other accountable for potential implicit biases which may disadvantage applicants on the basis of race, ethnicity, religion, gender, sexuality, ability, class, or cultural background. Applications will not be evaluated on the basis of writing quality or skill, applicants' professional or educational accomplishments, or presentation of documentation. Applicants do not have to demonstrate financial need in all categories to qualify for aid.

The evaluation rubric is a working document. It will be updated periodically as necessary to improve the process of awarding AWEF grants.

Evaluation criteria

Category	0	1	2
Eligibility	Description of work experience does not indicate current or recent employment in an archives position	Description of work experience indicates current or recent (within the past year) employment in an archival position. Qualifying work includes, but is not limited to: <ul style="list-style-type: none"> • Reference and public services • Records management • Collections management • Private family archives management • Processing and description • Digitization and metadata 	
Statement of need: Loss of work	Does not provide a statement or demonstration of financial need or risk	Explains current professional and/or personal circumstances that demonstrate moderate, unanticipated financial hardship due to crisis and indicate financial risk, such as: <ul style="list-style-type: none"> • Reduction in hours • Loss of employment through furlough • Transitionary (gap between jobs) assistance • Temporary displacement due to disaster or disruptions to institutional operations 	Explains current professional and/or personal circumstances that demonstrate acute, unanticipated financial hardship due to crisis and indicate financial peril, such as: <ul style="list-style-type: none"> • Loss of employment through layoff • Attenuated time between employment • Permanent displacement due to disaster or disruptions to institutional operations
Statement of need: Caregiving responsibility	Statement of need does not describe financial burden due to caregiving responsibility	Statement of need describes moderate financial burden due to child, elder, family, or other caregiving responsibility	Statement of need describes severe financial burden due to child, elder, family, or other caregiving responsibility
Statement of need: Health concerns or health care expenses	Statement of need does not describe financial burden due to health concerns or health care expenses	Statement of need describes moderate financial burden due to health concerns or health care expenses, such as: <ul style="list-style-type: none"> • Reduced work due to health concerns 	Statement of need describes severe financial burden due to health concerns or health care expenses, such as: <ul style="list-style-type: none"> • Extensive work lost due to health concerns

		<ul style="list-style-type: none"> • Cost of treatment for personal illness not covered by health insurance 	<ul style="list-style-type: none"> • Extensive cost of treatment for personal illness not covered by health insurance
Statement of need: Debt burden	Statement of need does not describe financial burden due to difficulty meeting debt payments	Statement of need describes moderate financial burden due to difficulty meeting debt payments	Statement of need describes severe financial burden due to inability to meet debt payments
Statement of need: Housing insecurity	Statement of need does not describe housing insecurity due to sudden change in financial or other circumstances	Statement of need describes moderate risk of housing insecurity due to sudden change in financial or other circumstances	Statement of need describes imminent loss of housing due to sudden change in financial or other circumstances
Statement of need: Food insecurity	Statement of need does not describe difficulty in securing groceries for the applicant and their household	Statement of need describes moderate difficulty in securing groceries for the applicant and their household	Statement of need describes severe difficulty in securing groceries for the applicant and their household
Statement of need: Access to governmental aid	Statement of need does not describe difficulty in accessing governmental aid, such as unemployment benefits and other social programs	Statement of need describes moderate difficulty in accessing governmental aid, such as unemployment benefits and other social programs	Statement of need describes inability to access governmental aid, such as unemployment benefits and other social programs
Statement of need: Additional hardship	Statement of need does not describe additional financial hardship not addressed in the categories above	Statement of need describes moderate financial hardship not addressed in the categories above	Statement of need describes severe financial hardship not addressed in the categories above