

Archival Workers Emergency Fund (AWE Fund) Evaluation Rubric

Updated June 11, 2020

The AWE Fund 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 evaluating AWE Fund grants.

Evaluation criteria

Category	0	1	2
Eligibility	<p>Description of work experience does not indicate current or recent paid employment in an archives position</p> <ul style="list-style-type: none"> Archival volunteer work without intent or background as a paid professional 	<p>Description of work experience indicates current or recent (within a year of application) employment in an archival position. Qualifying work includes, but is not limited to:</p> <ul style="list-style-type: none"> Reference and public services Records management Collections management Community, family, or tribal archives management Processing and description Digitization and metadata Student jobs, internships, and fellowships <p><i>Note situations where the applicant is stewarding archival collections in a professional capacity that is not their primary source of income due to cultural and systemic barriers. Such barriers may include the under-resourcing of tribal archives, libraries, and museums,¹ as well as community archives.²</i></p>	
Statement of need: Loss of household income	Does not provide a statement or demonstration of financial need or risk due to change in work status	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 	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

¹ *Sustaining Indigenous Culture: The Structure, Activities, and Needs of Tribal Archives, Libraries, and Museums* (Oklahoma City, OK: Association of Tribal Archives, Libraries, and Museums, 2012).

https://www.atalm.org/sites/default/files/sustaining_indigenous_culture.pdf.

² Bergis Jules, *Architecting Sustainable Futures: Exploring Funding Models in Community-Based Archives* (Shift Design, 2019), <https://shiftdesign.org/content/uploads/2019/02/ArchitectingSustainableFutures-2019-report.pdf>; Samip Mallick and Michelle Caswell, "Against Precarity: Towards a Community-Based Notion of Fiscal Sustainability," *Sustainable Futures*, July 30, 2018, https://medium.com/@samip_6256/815d1d889309.

		<ul style="list-style-type: none"> • Loss of employment through furlough • Transitional (gap between jobs) assistance • Temporary displacement due to disaster or disruptions to institutional operations • Loss of less than 50% of total household income 	<ul style="list-style-type: none"> • Attenuated time between employment • Permanent displacement due to disaster or disruptions to institutional operations • Loss of 50% or more of total household income
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 <ul style="list-style-type: none"> • Caregiving shared with others • Caregiving for 1 (or so) individuals 	Statement of need describes severe financial burden due to child, elder, family, or other caregiving responsibility <ul style="list-style-type: none"> • Sole caregiver • Multiple or complex caregiving responsibilities
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, health insurance status, or other health care expenses, such as: <ul style="list-style-type: none"> • Reduced work due to health concerns • Cost of treatment for personal illness not covered by health insurance 	Statement of need describes severe financial burden due to health concerns, health insurance status, or other health care expenses, such as: <ul style="list-style-type: none"> • Extensive work lost due to health concerns • 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 loss/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, state aid, and other social programs <ul style="list-style-type: none"> • Applicant will apply or has applied for aid, but does not know if they will qualify 	Statement of need describes inability to access governmental aid, such as unemployment benefits, state aid, and other social programs <ul style="list-style-type: none"> • Applicant has applied for aid and been denied • Aid offered is insufficient for needs
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

Urgency: Yes = urgent need within two weeks

Overall Need: (this is a cumulative score assigned by the evaluator for the application based upon overall impression of direness of need)

0=Application does not meet eligibility or scope of fund and demonstrates no need.

1=Application demonstrates mild need. An example might be someone who has lost a portion of current income but expects to resume work in the future and has additional support available.

2=Application demonstrates moderate need. (A majority of applications probably would fall within the 1-2 range.) An example might be someone who has lost their current and immediate future work.

3=Application demonstrates the most severe example of need. An example might be someone who has lost all current and future work and has additional severe compounding issues.