Category	Expectations	Unsuccessful - 1	Neutral - 2	Successful - 3	Very successful - 4
Budget	Project provides justification of all expenses. As succinctly as possible, the budget should reflect the outcomes of the project. No vague expenses listed.	Poor or incomplete budget.	Adequate budget. Vague or unclear expenses listed.	Strong budget. Provides explanation of all costs and a reasonable estimate.	Very strong budget. Well organized and reflects the outcomes of the project. Demonstrates an understanding of how costs can benefit the library.
Description	Project reflects knowledge of potential audience (i.e., students, parents, teachers, administrators). Clear evidence of a plan for implementation. Prioritizes promotion and outreach.	Poor or incomplete description.	Adequate description. Barriers exist to implementation or project completion.	Strong description. Demonstrated evidence of knowledge of target audience. Clear plan for implementation with explanations of promotion and outreach methods.	Very strong descriptions. Strong knowledge of target audience. Project demonstrates a creative approach with a strong emphasis on promotion and outreach. Demonstration of continued commitment to project goals.
Potential for impact	Clear outputs, outcomes, and impacts (defined below). Clear plans for how the results will be achieved. Impacts describe an innovative approach. -**Outputs** are direct products of program activities, usually measured in terms of work accomplished (i.e., attendance numbers, circulation statistics). -**Outcomes** are benefits or changes for individuals or populations during or after participating in program activities, including new knowledge, increased skills, changed attitudes or values, modified behavior, improved condition or altered status (i.e., attainment of tech skills). -**Impact** is the degree to which outcomes are attributable to program activities. This should be reflected in how the target audience benefits from the project	Poor or incomplete potential for impact. Outputs listed, but outcomes and impacts are missing or incomplete.	Adequate outputs and outcomes listed. Barriers exist to potential impact. Project impact missing or incomplete.	Strong outputs and outcomes listed. Potential impact is clear for target populations, the library, and other stakeholders. Demonstrates innovation.	Very strong outputs, outcomes, and potential impact. Project has the opportunity to be transformational for the school library. Project overall displays a commitment to assessment and analysis.

Statement of EDI	The plan articulates the importance of EDI in the project by reflecting the voices, interests, and contributions of its diverse constituency. The plan includes a vision for how the project will incorporate EDI principles. The impact and outcomes include clear measurements for success in the area of EDI.	Poor or incomplete statement of EDI.	Demonstrates an adequate commitment to EDI but lacks information on diverse populations. Also missing outcomes related to EDI work.	Demonstrates a strong commitment to EDI. Includes outcomes related to EDI work.	Very strong commitment to EDI, including evidence of research into diverse audiences and clear measures for success.