



## Sample Reviewer Score Card

<b>Orchestra:</b>		<b>Budget Group:</b>	
<b>Reviewer Name:</b>			
	<b>Scoring Criteria 1: Strength of Vision:</b> the degree to which applicants articulate and demonstrate a clear and compelling vision and rationale for the change they seek at the orchestra as a result of completing the three-year Catalyst Fund Incubator program	<b>Scoring Criteria 2: Institutional Commitment:</b> the extent to which applicants articulate and demonstrate an aligned and equitably shared commitment across the organization (i.e., musicians, board, and staff) to advancing and sustaining their vision for a more inclusive organizational culture	<b>Scoring Criteria 3: Readiness:</b> the degree to which applicants articulate and demonstrate their current capacity to pursue their vision and the strategies they plan to use to implement the change they seek and sustain it beyond the three-year Incubator program
<b>Score</b>			
<b>5, Exemplary</b>	<ul style="list-style-type: none"> <li>Evidence of transparency is strong when framing the issues to address during the incubator term (i.e., the diversity you seek)</li> <li>Compelling rationale for the focus on the diversity you seek</li> <li>Indicators of humility and self-awareness as an organization is strong when discussing barriers and challenges to achieving the vision as outlined</li> <li>Clear and rigorous articulation of rationale and appropriateness for “why this project at this time”</li> <li>Evidence demonstrating commitment to complete the work required to achieve the vision during the 3-year incubator term is strong</li> </ul>	<ul style="list-style-type: none"> <li>Projected budget is complete, demonstrates match minimum of 20% of the grant amount, appears realistic and sustainable as it relates to activities and goals outlined in the budget narrative</li> <li>Current organizational budget demonstrates a range of ongoing expenditures related to EDI</li> <li>Commitment letter provides a clear articulation of the ways each constituency will share accountability for the work and progress during the 3-year incubation period (i.e., the work each group participates in is proportional to that of the others, etc.)</li> <li>The people inside the organization who are championing the work is clear and balanced across stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Clear and rigorous articulation of rationale and appropriateness for selecting the key external partner</li> <li>A strong connection between advancing and sustaining EDI and the orchestra’s strategic imperatives/sustainability is articulated</li> <li>Optional relevant materials demonstrate a strong case for the orchestra’s commitment to advancing and sustaining the work as it relates to achieving its vision at the end of the 3-year incubator term</li> </ul>
<b>4, Very Promising</b>			
<b>3, Promising</b>	<ul style="list-style-type: none"> <li>There is evidence of transparency when framing the issues to address during the incubator term (i.e., the diversity you seek)</li> <li>Rationale for the focus on the diversity you seek is stated</li> <li>Indicators of humility and self-awareness as an organization are present when discussing barriers and challenges to achieving the vision as outlined</li> <li>An answer to the question, “Why this project at this time?” is stated</li> <li>There is evidence that demonstrates the commitment to completing the work required for the orchestra to achieve its vision during the 3-year incubator term</li> </ul>	<ul style="list-style-type: none"> <li>There is a projected budget that demonstrates match minimum of 20% of the grant amount, but its appropriateness and sustainability are unclear as it relates to the activities and goals outlined in the budget narrative</li> <li>Current organizational budget demonstrates a few ongoing expenditures related to EDI</li> <li>Commitment letter provides an articulation of the ways each constituency will share accountability for the work and progress during the 3-year incubation period, but it is unclear if the work each group participates in is proportional to that of the others, etc.</li> <li>The people inside the organization who are championing are identified, but it is unclear balanced across stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>An articulation of rationale and appropriateness for selecting the key external partner is stated</li> <li>There is evidence of a connection between advancing and sustaining EDI and the orchestra’s strategic imperatives/sustainability</li> <li>Optional relevant materials provide evidence for the orchestra’s commitment to advancing and sustaining the work as it relates to achieving its vision at the end of the 3-year incubator term</li> </ul>
<b>2, Somewhat</b>			
<b>1, Not Yet</b>	<ul style="list-style-type: none"> <li>There is little to no transparency when framing the issues to address during the incubator term (i.e., the diversity you seek)</li> <li>The rationale for the focus on the diversity you seek appears tokenistic and/or reactionary</li> <li>Indicators of humility and self-awareness as an organization are few to none when discussing barriers and challenges to achieving the vision as outlined</li> <li>An answer to the question, “Why this project at this time?” is not stated</li> <li>There is little to no evidence that demonstrates the commitment to completing the work required for the orchestra to achieve its vision during the 3-year incubator term</li> </ul>	<ul style="list-style-type: none"> <li>There is a projected budget, but it may not demonstrate the match minimum of 20% of the grant amount, and/or it is not appropriate and/or sustainable as it relates to the activities and goals outlined in the budget narrative</li> <li>Current organizational budget demonstrates little to no ongoing expenditures related to EDI</li> <li>Commitment letter does not articulate the ways each constituency will share accountability for the work and progress during the 3-year incubation period, and/or the work each group participates in is not proportional to that of the others, etc.</li> <li>The people inside the organization who are championing are not identified, and/or it is not balanced across stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>An articulation of rationale and appropriateness for selecting the key external partner is not stated and/or is unclear</li> <li>There is little to no evidence of a connection between advancing and sustaining EDI and the orchestra’s strategic imperatives/sustainability</li> <li>Optional relevant materials provide little to no evidence for the orchestra’s commitment to advancing and sustaining the work as it relates to achieving its vision at the end of the 3-year incubator term, and /or the optional materials are not relevant or are inappropriate</li> </ul>