

PADP Scoring Guide for Adjudication 2022/23

Name of Applicant: _____

Project Title: _____

Eligibility Criteria

Y or N

- The applicant meets PADP eligibility requirements _____
- The project contributes to PADP Objective under which it is submitted _____
- Based on information provided in the application the applicant is capable of successfully completing the project _____
 - The project budget is realistic and all contributions and expenses are clearly identified and eligible _____
 - The Application Checklist (on Application Form) has been completed _____

If the answer is NO to any of the above mandatory eligibility criteria, the application will not be considered for funding under the PADP.

Summary of Adjudication Results

	<u>Maximum Points</u>	<u>Score</u>
A. General Adjudication Criteria	10	_____
B. Adjudication Criteria for Objective of Project	30	_____
C. Adjudication Criteria for Relevance of Project	25	_____
Total Score	65	
Ranking	_____	of _____

Signature of PADP Adjudication Committee Chair

Date

A. General Adjudication Criteria - Applicable to All Projects

- Score**

Applicant's and Partner's Cash Contribution as a % of Total Project Cost

1 - 5%	6 - 10%	11 - 15%	16 - 20%	21 - 25%	
1 point	2 points	3 points	4 points	5 points	_____
					5 points

- Score**

Number of Partners in Addition to Applicant Contributing Cash and/or Inkind Support and/or Archival Records from their Holdings for Inclusion in the Project

One Partner	Two Partners	Three Partners	Four Partners	Five or more Partners	
1 point	2 points	3 points	4 points	5 points	_____
					5 points

An additional .5 of a point may be awarded depending on the amount of cash and/or inkind support and/or the extent and significance of the archival records from a partner(s).

Total Score for A. _____
10

Reasons for Score: _____

B.1 Adjudication Criteria for Primary Objective of Project

Primary Objective 1: Increase the number of descriptive records in online descriptive databases, especially Memory NS; increasing professionalism, expertise and skills.

- i. Increase the number of descriptive records in Memory NS created by or about Mi'kmaq, Acadians, African Nova Scotians, Gaels and under-represented ethno-cultural groups.

Very Weak	Weak	Fair	Good	Strong	Very Strong	Score
1 – 5	6 – 10	11 – 15	16 – 20	21 – 25	26 - 30	<hr style="width: 100%; border: 0.5px solid black;"/> 30 Points

Factors that may be Considered in Awarding Points to a Project:

- Does it make a significant number of RAD compliant fonds, series and sub-series descriptions available on MemoryNS or another online descriptive database?
- What is the estimated extent of the records covered by these descriptions?
- Are name authorities and standardized subject headings used?
- Has the applicant contributed descriptions to MemoryNS or another online descriptive database before?
- If the applicant has contributed descriptions to MemoryNS or other online descriptive database before previously, do the new descriptions constitute a substantial increase in the number of descriptions from the applicant on MemoryNS or another online descriptive database?
- To what degree do the new descriptions compliment and/or supplement descriptions already on MemoryNS or another online descriptive database?
- Are the descriptions for types of records which are inadequately or under-represented on MemoryNS or another online descriptive database?
- Are the descriptions for records of outstanding local, regional, provincial or national historical significance and research value?
- Is there a demonstrated need, demand or expectation by the public or a particular target audience for access to these records to be described on MemoryNS or another online descriptive database?
- Would the new descriptions enhance the profile and/or broaden use of MemoryNS or another online descriptive database?
- Are the descriptions to be linked to electronic descriptive lists of files and/or items in the fonds, series or sub-series being described on MemoryNS or another online descriptive database?
- Are the descriptions to be linked to digital images of a select or representative number of items (e.g. documents, photographs) in the fonds, series or sub-series being described on MemoryNS or another online descriptive database?
- Degree to which the proposed project contributes to expanded and enhanced intellectual control of the records and facilitates public access to them.

- Degree to which the records to be arranged and described by the project constitute a significant and valuable part of Nova Scotia's documentary heritage.
- Degree of demonstrated demand for or expectations of improved access to the records to be arranged and described by the proposed project.
- Length of time the records have been an accumulated processing backlog in the holdings of an institutional member waiting to be arranged and described. In ascending order points awarded based on the length of time unprocessed records have been a backlog are as follows: 1 for 3-4 yrs., 2 for 5-6 yrs., 3 for 7-8., 4 for 9-10 yrs. and a minimum of 5 points for 11 or more yrs.
- Degree to which the proposed project from an institutional member(s) contributes to or facilitates an increase and improvement in the extent and level of professionalism and expertise in Nova Scotia's archival community
- Degree to which the proposed project from an institutional member(s) contributes to or facilitates the adoption of standards and best practices in Nova Scotia's archival community.

For records created by or about Mi'kmaq, Acadians, African Nova Scotians, Gaels and under-represented ethno-cultural groups:

- Degree to which the proposed project contributes to increased and improved intellectual control of the records and facilitates public access to them.
- Degree to which the records to be arranged and described by the project constitute a significant and valuable part of Nova Scotia's documentary heritage.
- Degree of demonstrated support for the proposed project from those that created or received the records, or are the subject of the records.
- Extent and level of organizational and/or individual stakeholder consultation, and/or focus group discussions/participation in the proposed project.

Reasons for Score:

B.2 Adjudication Criteria for Primary Objective of Project

Primary Objective 2: Increase and improve preservation management, including preventive conservation measures to preserve Nova Scotia's archival heritage; increasing professionalism, expertise and skills

Very Weak	Weak	Fair	Good	Strong	Very Strong	Score
1 – 5	6 – 10	11 – 15	16 – 20	21 – 25	26 - 30	<hr/> 30 Points

Factors that may be Considered in Awarding Points to a Project:

- **Proposed project will enable a qualified conservator to undertake and complete a global preservation assessment for an institutional member(s) that lacks one or has a global assessment dating from before 2015.**
- As the CNSA has designated global preservation assessments for institutional members as a top priority, a properly completed PADP application requesting PADP funds to undertake one should receive 25 points, and if the application is of exceptional quality additional points up to a maximum
- **Proposed project will contribute to an increase and improvement in the level and extent of preservation management and related activities and measures in a CNSA institutional member(s).**
- Regardless of the merit of the project it should not be scored highly (i.e. above 15) unless the applicant has an institutional global preservation assessment completed after 2015.
- Does the proposed project address and implement a key recommendation(s) contained in a global preservation assessment of an institutional member? If it does, the project should not receive less than 20 points and possibly more depending on the quality and completeness of the application.
- Does the project assist in the development of an institutional preservation policy and strategy or the revision of an outdated one? If it does, the project should not receive less than 20 points and possibly more depending on the quality and completeness of the application.

- Does the project assist in the development and implementation of operational preservation practices and procedures that reflect the institution's preservation policy and strategy, that are based on institutional priorities and are derived from a post 2015 global preservation assessment. Without a global preservation assessment this type of project should not be scored above 15 points.
- Degree of risk to the long-term survival of records of significance and value to Nova Scotia's documentary heritage. Does the project mitigate the risk and improve the prospects for the long-term survival of the records?
- Degree to which the proposed project from an institutional member(s) contributes to or facilitates an increase and improvement in the extent and level of professionalism and expertise in Nova Scotia's archival community
- Degree to which the proposed project from an institutional member(s) contributes to or facilitates the adoption of standards and best practices in Nova Scotia's archival community.

Reasons for Score:

B.3 Adjudication Criteria for Primary Objective of Project

Primary Objective 3: Promote and increase public awareness, appreciation and use of Nova Scotia's archival heritage and its relevance and value to society; increasing professionalism, expertise and skills

Very Weak	Weak	Fair	Good	Strong	Very Strong	Score
1 – 5	6 – 10	11 – 15	16 – 20	21 – 25	26 – 30	30 Points

Factors that may be Considered in Awarding Points to a Project:

- Degree to which the proposed project will assist in increasing public awareness of an institutional member(s) or the CNSA and in expanding their client or user base.
- Degree to which the proposed project will enable an institutional member(s) or the CNSA to build their capacity to expand their client or user base.
- Degree to which the project is an innovative and effective means to demonstrate the relevance and value of Nova Scotia's archival heritage to people's lives.
- Degree to which the proposed project from an institutional member(s) contributes to or facilitates an increase and improvement in the extent and level of professionalism and expertise in Nova Scotia's archival community
- Degree to which the proposed project from an institutional member(s) contributes to or facilitates the adoption of standards and best practices in Nova Scotia's archival community.

Reasons for Score: _____

B.4 Adjudication Criteria for Primary Objective of Project

Primary Objective 4: Increase the capacity of CNSA to undertake strategic and development initiatives and projects that are provincial in scope to strengthen and improve the archival system and network in Nova Scotia.

Very Weak	Weak	Fair	Good	Strong	Very Strong	Score
1 – 5	6 – 10	11 – 15	16 – 20	21 – 25	26 - 30	_____
						30 Points

Factors that may be Considered in Awarding Points to a Project:

- Significance of the proposed project or initiative in adding strategic capacity or resources to enable the CNSA to respond to provincial and national archival priorities more effectively.
- Degree to which the proposed project or initiative will enable the CNSA to strengthen and improve the archival community across the province.
- Degree to which the proposed project from the CNSA contributes to or facilitates an increase and improvement in the extent and level of professionalism and expertise in Nova Scotia's archival community
- Degree to which the proposed project from the CNSA contributes to or facilitates the adoption of standards and best practices in Nova Scotia's archival community.

Reasons for score: _____

C. Adjudication Criteria for Relevance of Project - Applicable to all Projects

C.1 • Degree to which the Project Contributes to Overall Advancement of PADP Objectives:

Weak	Fair	Good	Strong	Very Strong	Score
1 – 2	3 – 4	5 – 6	7 – 8	9 – 10	_____
					10 Points

Factors to be Considered in Awarding Points to a Project:

- To what degree does the project contributes to all of the PADP objectives in addition to the PADP objective under which it is submitted.

Reasons for Score: _____

C.2 • Degree to which the Project Contributes to one or more of the Four Provincial Priorities established by the CNSA:

Weak	Fair	Good	Strong	Very Strong	Score
1 – 3	4 – 6	7 – 9	10 – 12	13 - 15	<hr/>
					15 points

Provincial Priorities are:

- Increase the number and quality of descriptions in MemoryNS or other online descriptive database, especially from institutions not yet represented in MemoryNS.
- Increase the use of the new functionalities of MemoryNS or other online descriptive database, such as attaching images or documents to descriptions batch file list descriptions.
- Undertake a global preservation assessment or update one that is more than 6 years old or implement recent global preservation assessment recommendations.
- Increase and improve the arrangement and description of archival records created by or about Mi'kmaq, Acadians, African Nova Scotians, Gaels and under-represented ethno-cultural groups.

Reasons for Score: _____

Total Score for C

25

MAXIMUM TOTAL SCORE A + B + C =

65 points