Field Review Notes Template – Museums for America

**Application Number:** MA-\_\_ \_\_-18-\_\_ \_\_ \_\_ \_\_ Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Funding Level:**  $5,000-$25,000 (no cost share permitted)

  $25,001-$250,000 (at least 1:1 cost share required)

*You are welcome to use this template to record notes that will help you prepare your review comments. Your final review comments should be written in complete sentences and constitute strong, coherent, constructive, and substantive assessments of each section of the application narrative.*

**PROJECT JUSTIFICATION** (Check the organizational profile, strategic plan summary, narrative, and relevant supporting documents.)

**Strengths:**

**Weaknesses:**

**PROJECT WORK PLAN** (Check the narrative, schedule of completion, budget form, budget justification, list of key project staff and consultants, resumes of key project staff and consultants, digital product form, and relevant supporting documents.)

**Strengths:**

**Weaknesses:**

**PROJECT RESULTS** (Check the narrative, performance goal[s] and performance measure statement[s] (where relevant), schedule of completion, budget form, budget justification, and relevant supporting documents.)

**Strengths:**

**Weaknesses:**