Field Review Notes Template – Inspire! Grants for Small Museums

**Application Number:** MA-\_\_ \_\_-19-\_\_ \_\_ \_\_ \_\_

**Applicant Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*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 Measure Statement[s] (where relevant), Schedule of Completion, Budget Form, Budget Justification, and relevant Supporting Documents.

**Strengths:**

**Weaknesses:**

**APPLICATION OVERVIEW.** Enter one of the following sentences in this section of the Online Reviewer System:

**Option 1:** Yes, this applicant makes a convincing case that the organization qualifies as a small museum.

**Option 2:** No, this applicant does not make a convincing case that the organization qualifies as a small museum.

**Also, please use this section for any additional comments that summarize the overall review of the application.**