

2024 BIA Award Scoring Guide



Submission

	1 – POOR	2 – INADEQUATE	3 – AVERAGE	4 – ABOVE AVERAGE	5 – OUTSTANDING
1. Was the initiative innovative? If it was a project duplicated from another BIA, was there a unique spin put on it?	No unique spin and no extra steps taken to make it their own	Some unique elements	Identifies how this initiative was innovative or unique to their BIA	Clearly identifies the steps they took to create/add a unique spin to the initiative	Brand new idea/initiative or someone else's idea but a completely new spin that made it successful
2. Were the goal and measurable objectives clearly stated and tied back to the organization's needs?	Not clearly stated	Objectives were immeasurable and/or not tied back to the organization's needs	The organization's needs, the goal, and the measurable objectives of the initiative are mentioned	Clearly identifies the organization's needs, the goal, and measurable objectives of the initiative	Clearly identifies the goals and measurable objectives and they are clearly tied back to the organization's needs
3. How effective was the project implementation?	Not clearly stated	Project implementation is mentioned but no clear plan is identified	Identifies some aspects of project implementation but could be clearer	Clearly identifies the project implementation	Clearly identifies the strategic thinking undertaken to develop the implementation plan. Response was above and beyond requirements.
4. How well were the initiative's goal and objectives met?	Not clearly stated	Measurements identified but didn't match goal and objectives	Identifies some measurements for evaluating goal and objectives but could be clearer	Clearly identifies all measurements for evaluating goal and objectives	Clearly identifies formal evaluation method for measuring goal and objectives. Response was above and beyond requirements.
5. Is the initiative replicable?	Submission missing all basic items (plan, budget, steps i.e. main criteria required for submission) for a BIA to be able to replicate initiative.	Submission has some of the basic items (plan, budget, steps) but it would be challenging for a BIA to replicate this initiative with the information provided.	Submission has enough basic information (steps, budget, plan) that a BIA could use to replicate initiative	Submission's components (steps, budget, plan) are clear enough to replicate the initiative. Provides tips for funding sources	Submission has a clearly documented plan, budget, and steps identified for a BIA to replicate initiative easily. Provides tips on how to bring partners on board and funding sources. Response was above and beyond requirements.
6. Were all the following items included in the submission? Need or opportunity, target audience, budget, partnerships, accessibility, and results.	Only a few items (1-3) were included	Most items (4-6) were included	All items were included but more detail could have been provided	All items were clearly identified	All items were clearly identified as well as steps used to create/obtain them. Response was above and beyond requirements.
7. How successful were they at identifying barriers (i.e. budget, staffing, timing etc.) and how they overcame them?	Barriers not identified	Barriers identified but no solutions outlined	Barriers identified and some solutions outlined but could be clearer	Barriers identified and all solutions outlined clearly	Barriers clearly identified and concrete examples of solutions outlined. Response was above and beyond requirements.
8. How well did members engage with this initiative and what were the benefits to them?	Not clearly stated	Some information provided	Identifies member engagement and benefits but could be clearer	Clearly identifies member engagement and benefits as well as how this was determined (i.e. surveys)	Clearly identifies specific details on member engagement and tangible benefits as well as how this information was determined and tracked. Response was above and beyond requirements

Supplemental Materials

	1 – POOR	2 – INADEQUATE	3 – AVERAGE	4 – ABOVE AVERAGE	5 – OUTSTANDING
1. How well do the materials reflect the objectives in the work plan?	Materials do not reflect the objectives in the work plan	Materials reflect inconsistent messaging	Materials reflect some objectives in the workplan	Materials reflect most of the objectives in the workplan	Materials reflect all the objectives in the workplan
2. To what extent do the materials show imagination, innovation, uniqueness, and/or creativity?	Materials look like something from a template and/or don't stand out	Materials indicate that some thought has been put into making them imaginative, innovative, unique, and/or creative, but they didn't quite hit the mark	Materials show some imagination, innovation, uniqueness, and/or creativity	Materials are mostly imaginative, innovative, unique, and/or creative with some elements borrowed from elsewhere	Materials are unique, creative, and professional and fit well with the initiative