

WTCS Grant Application Rubric (FY 25-26 Career Pathways)

Compliance Requirements

The following application components must be present for the application to be considered complete and ready for review. Applications that are missing the required components noted below will not be considered for funding.

- Standard Financial Report (SFR1)
- Identifies all the WTCS pathway program(s) and credentials included in the project by program name, number, and date of official approval by the System Office Note: Individual programs may not be funded for more than two consecutive fiscal years.
- Applications submitted in draft format including but not limited to track changes and comments will not be considered.

Scoring

- 0 - Criteria not addressed**
- 1 - Criteria addressed, but lacking key components**
- 2 - Criteria addressed, but not clearly connected**
- 3 - Criteria addressed, but one or two questions remain**
- 4 - Criteria clearly defined and no questions remain**

Programs

List the following information for each program included in the application (i.e Medical Assistant, 31-509-1, approved 03-01-2012). The program name, the program number, the date of the official approval.

Note: Individual programs may not be funded more than two consecutive fiscal years.

Abstract

The abstract is not a graded portion of the application and is used only as a brief overview of the project. Information included in the Abstract will not be used for scoring purposes in any part of the application. Please keep the abstract brief (200 words or less for individual applications and 300 words or less for consortium applications) and be sure to address the following:

- The purpose of the project including a brief overview of the expected outcomes.
- A brief description of the need (problem).
- A brief summary of the **key** activities of the grant.

SECTION 1: Statement of Need

Maximum Weighted Percentage Score = 35%

Specified criteria within grant guidelines - each of the criteria below will be scored using the scale of 0-4 as shared above

- Describes need for proposed activities (local/state).
- Provides pertinent sourced data to support the identified need (local/state).
- Describes local and/or regional efforts that support these activities.
- Describes process for gathering stakeholder input and each stake-holders contribution to the planning process.
- Describes the project's alignment with other local, state, and/or national initiatives.
- Description of the project includes working adults as a primary focus.
- Describes a significant degree of innovation within the project goals (innovation is defined as the creation, development or implementation of a novel product, process, or service).
- Describes a clear process or plan, supported by stakeholder input, to reduce equity gaps in the access to or persistence within a career pathway.

SECTION 2: Goals, Objectives, and Activities

Maximum Weighted Percentage Score = 35%

Specified criteria within grant guidelines - each of the criteria below will be scored using the scale of 0-4 as shared above

- Describes how each measurable objective and supporting activities meet the identified needs.
- Details each activity clearly and includes how each will be conducted and by whom.
- Details appropriate sequential timing of activities to meet identified need.
- Describes how each goal, measurable objective, and activity relate to one another and the stated need.
- Details a minimum of one measurable objective and supporting activities to enhance employer engagement related to persistence within a pathway.
- Details a minimum of one measurable objective and supporting activities to support the entrance of non-traditional students into a pathway.
- Details two or more key elements, as stated in the grant guidelines.

SECTION 3: Overall Monitoring and Evaluation Process

Maximum Weighted Percentage Score = 20%

Specified criteria within grant guidelines - each of the criteria below will be scored using the scale of 0-4 as shared above

- Details how fiscal accountability and oversight of the grant will be accomplished.
- Describes what data will be collected and relevance to the grant goals.
- Identifies how and when evaluations will be carried out and by whom.
- Details the process of monitoring and evaluation throughout the grant cycle.

- Describes how the data relating to the grant goals and outcomes will be collected, reviewed, and disseminated to stakeholders (Triannual reporting alone is not sufficient).
- Describes how the results of the specified grant activities will be shared at the local and state level, to whom, and why.
- Describes evaluation methods that are appropriate for measuring each grant measurable objective.
- Describes the plan for sustainability after the conclusion of grant funding.

SECTION 4: Budget

Maximum Weighted Percentage Score = 10%

Specified criteria within grant guidelines - each of the criteria below will be scored using the scale of 0-4 as shared above

- Describes the budget accurately and how each budget item was calculated.
- Indicates how the specified budgetary items are reasonable for and proportionate for the proposal.
- Demonstrates how the total amount is necessary or justifiable in terms of the application as a whole.
- Demonstrates clear connections between each budget item & the project's goals, objectives, & activities as outlined in section 2.