WTCS Grant Application Rubric
(FY 26-27 Core Industries)

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.

- Documentation of Advisory Committee or other Industry Support specifically related to this project proposal.
- 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

ABSTRACT

The abstract is not a graded portion of the application, but it is an important component that is required for this grant category. 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:

1. The purpose of the project includes a brief overview of the expected outcomes. Please include the connected program name.
2. A brief description of the need (problem).
3. A brief summary of the key activities of the grant.

SECTION 1: Statement of Need
Maximum Weighted Percentage Score = 30%

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

- Describes how project meets workforce need for an identified core industry within the college district.
- Provides pertinent sourced data to support the identified need within the college's district.
- Confirms that data is current and identified by its source(s).
- Shows that the Core Industry selected for the project is supportive of jobs within high-demand fields.

- Provides documented support from ad hoc or advisory committee and/or external stakeholders for the grant project **and** for the purchase/lease of equipment, supplies, materials and/or contracted services.
- Documented input from ad hoc or advisory committee and/or external stakeholders is current, includes a roster of membership with title and agency, and has relevant information highlighted.
- Describes how the identified industry conditions clearly support the desired programming developments.

SECTION 2: Goals, Objectives, and Activities
Maximum Weighted Percentage Score= 40%

Specified criteria within grant guidelines - each of the criteria below will be scored using the scale of 0-4 as shared above.
- Describes measurable objectives and activities.
- Confirms measurable objectives and activities meet identified needs.
- Describes how activities are appropriate, reasonable and support measurable objectives. Choice of activities shows evidence of having been influenced by institutional research or best practices.
- Describes activities clearly and includes how each will be conducted.
- Identifies the participants, and their roles, in the proposed activities.
- Lists the quantity and type of equipment, supplies, materials and/or contracted services that will be purchased, leased and/or developed.
- Equipment, supplies, materials and/or contracted services are tied back to the development of relevant work skills.

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.
- Explains how project accountability and oversight will be accomplished.
- Describes the plan for sustainability after the conclusion of grant funding.
- Describes how the appropriate data is being used to monitor the project.
- Describes evaluation methods and how they are used to assess the success of each measurable objective, including any relevant metrics contributed by the grant activities.
- Spend rate on most recent, completed Core Industries grant project confirms successful grant management capability.

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 and are proportionate to the proposal.
- Describes how the total amount is justifiable.
- Demonstrates clear connections between each budget item and the project's goals, objectives, and activities as outlined in section 2.
- The line total amounts on the detailed budget/SFR (i.e. 2.0 Salaries) match the amounts entered in the budget summary section.