

WTCS Grant Application Rubric (FY 25-26 IET Development & Expansion)

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 (300 words or less) and be sure to address the following:

1. The purpose of the project.
2. The most significant objective addressed in the grant.
3. A brief summary of the key activities of the grant.

SECTION 1: Statement of Need

Maximum Weighted Percentage Score = 35%

Please address all the following criteria in your application. Each criterion will be scored using the scale of 0-4 as shared above.

- Adequately identifies the high demand occupation and WTCS approved post-secondary credential aligned with the proposed IET that leads to employment. Indicate if this is a new IET or an expansion of an existing IET.
- Applicants supply occupational projections data or documented employer support to demonstrate that the proposed IET will support employment and economic development.
- Provides additional rationale for why the identified occupation for the proposed IET was selected.
- Describes how the proposed IET will integrate the three core components of a successful IET (adult education & literacy activities, workforce preparation activities, and workforce training).
- Describes previous experience in developing, improving, or expanding IET. Identifies challenges encountered, what worked, and what did not. Describes how these lessons will be incorporated into the proposed IET. If you have not offered an IET, describe some of your previous contextualized Adult Education programming within a career pathway and what you learned.
- Clearly explains the funding need and how the proposed IET will expand access to career pathways for diverse student populations within your organization's service region.

- Explains in detail, the course delivery mode and provides a sample schedule of IET courses. If the IET is in development, applicants will note this and provide as much information as possible.
- Describes if and how other funds/resources will be coordinated to help support this project.

SECTION 2: Goals, Objectives, and Activities

Maximum Weighted Percentage Score = 35%

Please address all the following criteria in your application. Each criterion will be scored using the scale of 0-4 as shared above.

- Identifies how many students are projected to be served/enrolled in the proposed IET(s).
- Describes how students will be recruited to participate. Addresses recruitment strategies that target specific populations to the proposed IET program.
- Adequately describes the student support services and retention strategies that will be available to students participating in the proposed IET.
- Adequately describes strategies such as career guidance and exploration to get a student on the path and to help them transition to further education or employment.
- Details plans to connect with employers within the career pathway to assist students in transition and/or workforce readiness activities. If there are no employer connections, please detail how the program will assist students to transition to employment or further education and training.
- Details each activity clearly and includes how each will be conducted and by whom.
- Provides detailed timeline for the planning, design, and implementation of the proposed IET for every activity.
- Ensure that each activity supports the goal and measurable objective that it is tied to.

SECTION 3: Overall Monitoring and Evaluation Process

Maximum Weighted Percentage Score = 20%

Please address all the following criteria in your application. Each criterion will be scored using the scale of 0-4 as shared above.

- Details how fiscal accountability and oversight of the grant will be accomplished.
- Identifies when evaluations for each measurable activity will be carried out and by whom.
- Describes how the evaluation method for each measurable activity will be collected, reviewed, and disseminated to stakeholders (Grant reporting alone is not sufficient).
- Describes the overall process of monitoring and evaluation throughout the grant cycle as well as how data will be reviewed, and the results applied and shared at the local and state level.
- Describes the plan for sustainability after the conclusion of grant funding.

SECTION 4: Budget

Maximum Weighted Percentage Score = 10%

Please address all the following criteria in your application. Each criterion 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.