

WTCS Grant Application Rubric (FY 26-27 Workforce Advancement Training)

Compliance Requirements

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

- Materials submitted in draft format (e.g. track changes, comments, etc.) will not be considered for funding.

Scoring

4 - All elements of the scoring criteria are clearly identifiable in the section of the application being scored. Each element is addressed in sufficient detail to allow the reviewer to understand how each element relates to the section being reviewed and the overall project.

3 - All elements of the scoring criteria are clearly identifiable in the section of the application being scored. The majority of the criteria elements are addressed in sufficient detail to allow the reviewer to understand how the elements relate to the section being reviewed. Reference to a scoring element without sufficient detail to understand how the element relates to the section being scored is not acceptable for a score at this level.

2 - Some of the scoring criteria are addressed in the section being scored. The criteria are addressed in sufficient detail to allow the reviewer to understand how the elements relate to the section being reviewed. Reference to a scoring element without sufficient detail to understand how the element relates to the section being scored is not acceptable for a score at this level.

1 - Some of the scoring criteria are addressed in the section being scored. The criteria are addressed limited detail.

0 - This score is reserved for responses which do not address or reference the identified scoring elements of the criteria for this section.

ABSTRACT

The abstract is not a scored portion of the application, but it is an important component that is required for this grant category. Information provided in the Abstract will not be used for scoring purposes in any other section of the application. Please keep the abstract brief and be sure to address the following:

1. Abstract is a concise summary of the purpose of the project.
2. Abstract provides a brief description of the need (problem).
3. Abstract provides a concise description of the number and type of participants.
4. Abstract provides a summary of the key activities of the grant.

SECTION 1: Narrative/Statement of Need

Total Points Available = 20

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

- Identifies specific business and college representatives involved in planning the project.
- Identifies each organization's contribution to the planning process (meeting attendance and/or survey responses alone are not sufficient).
- Describes local efforts outside of the college that support, compliment or are related to the training activities outlined in the grant application.
- Describes the planning process involved in assessing the need for training.
- Provides information to clearly describe what the business does and its importance within the local, regional, and state economy.

SECTION 2: Current Business Challenges/Target Audience

Total Points Available = 16

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

- Application clearly describes business challenges the company is experiencing that create a need for WATG funded training.
- Application uses specific data to illustrate and show the extent of the business challenges.
- Application provides complete demographics of employees who will participate in training to include race/ethnicity, male/female, and age (ranges and percentages are allowable).
- Application provides job functions for all employees who will participate in training (title alone is not sufficient).

SECTION 3: Proposed Training Solution & Course Table/

Business or Employee Certifications

Total Points Available = 20

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

- Training activities are clearly and adequately described.
- Proposed activities and overall training plan are appropriate responses to business challenges and likely to produce the desired results.
- Amount, intensity, and scale (in terms of number to be served) of proposed training are consistent with desired results.
- Application clearly identifies which types of employees will receive each kind of training. (Applies where multiple training topics are proposed.)
- Proposed training will result in some combination of the following items: **industry recognized certifications, credentials, college credit**. Clearly identifies how the items will

improve employees' career and education prospects (certificates of completion are not sufficient).

SECTION 4: Goals, Objectives, Activities, and Evaluation

Total Points Available =28

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

- Describes specific business outcomes and learner outcomes that the business wants to achieve.
- Connects outcomes to the identified business challenges and the training plan.
- Establishes quantitative targets or goals for all measurable outcomes.
- Describes evaluation methods that are appropriate for measuring all outcomes identified in the application.
- Identifies how and when evaluations will be carried out and by whom (name, title, organization).
- Clearly describes how the project will improve the individual employees' job and career opportunities or wages in the short term.
- Clearly describes how the project will implement activities related to career pathways and bridge programs and inform the employees participating in the training.

SECTION 5: Budget

Total Points Available =16

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, including salary, fringe, travel, and supply items.
- Indicates how the specified budgetary items are reasonable and appropriate for the proposed grant activities.
- Demonstrates how the total amount is both necessary and 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 Sec. 4).