

WTCS Grant Application Rubric (FY 27-28 Career Pathways)

Compliance Requirements

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

- All WTCS pathway program(s) and credentials included in the project are identified 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 grant projects.
- 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

*Each application **must list** one or more programs. On the application, ensure each program is listed on its own line and includes the program name, the program number, and the date of official approval (i.e., Medical Assistant, 31-509-1, approved 03-01-2012).*

***Note:** If there is no program information listed in the designated area on the application, the grant does not meet the compliance requirement and will not be reviewed.*

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 includes 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 the need for proposed project (local/state).
- Provides pertinent sourced data to support the identified need (local/state).
- Describes how external partners are actively engaged to determine the needs of the project.
- Describes 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 gaps in the access to or persistence within a career pathway.
- Applicant clearly addresses one or more of the required elements in the Statement of Need.

Section 2: Goals, Objectives, and Activities

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

- Each goal is aligned to one or more of the priority areas as outlined in the grant guidelines.
- Each goal clearly supports the statement of need.
- Each measurable objective and supporting activities relate to one another and supports the goal.
- Each activity clearly describes and includes how each will be conducted and by whom.

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

- Describes how fiscal accountability and oversight of the grant will be accomplished.
- Describe 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.
- Identifies the data and how it is going to be used to monitor the project.
- Describes evaluation method (identifies data collected, how it will be collected and used for monitoring, review, and sharing of results) and staff responsible.

Section 4: Budget

Maximum Weighted Percentage Score = 15%

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.

- Shows clear connections between each budget item & the project's goals, objectives, & activities (justification and necessity of budget items are validated in the activity) 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 and the total project cost equals the total grant funds requested. (0 = amounts don't match, 4 = amounts match)
- The SFR contains both a grant start and end date that match the length of grant (1 or 2-year) identified on the applicant detail page. (0 = dates missing or don't match, 4 = dates match)

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