

WTCS Grant Application Rubric (FY 27-28 Completion)

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.

- 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) and be sure to address the following:

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

Section 1: Focused 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

- The grant focuses on addressing completion gaps identified in the data chart. Justification is provided if the grant does not target the largest gaps.
- Applicants use data and evidence to justify why activities are proposed or continued.
- Describes proposed activities alignment with local, state, and/or national initiatives (i.e. other grants, projects, collaborations, areas of focus).
- Each focused need section does not exceed 500 words (not including graphs and data charts). Grant managers will only read the first 500 words of each focused need in the application and score the focused need section based on these 500 words.

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

- Measurable objectives are linked to goal and student success gaps identified in focused need
- Activities are appropriate to address respective objectives
- Activities are focused on addressing gaps in completion metrics in related measurable objectives.
- Activities demonstrate creative, innovative, and collaborative solutions to closing gaps in completion metrics
- Describes activities clearly and includes how each will be conducted and by whom
- Each activity description references all budget elements necessary for implementation
 - NOTE: if an activity is unallowable, the dollar amount for the activity will be deducted from the grant.

Section 3: Overall Monitoring and Evaluation Process

Maximum Weighted Percentage Score = 25%

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

- Evaluation method is appropriate for assessing success for each grant objective
- **Most recently completed Completion grant project demonstrates successful grant management in terms of funds spent and objectives met**
- There is clear alignment between gaps presented in data chart, focused need, measurable, evaluation methods objectives, proposed activities, and budget

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

- Each budget item is clearly linked to corresponding activities.
- Specified budgetary items are reasonable and proportionate to grant purpose
- Budget items are listed in the correct category (1-8)
- 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 funds requested are 75% of the total project cost. (0 = don't match, 4 = amounts match)
- The SFR contains both a grant start and end date that match the length of grant. (0 = dates missing or don't match, 4 = dates match)