

WTCS Grant Application Rubric (FY 27-28 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.
- Materials submitted with ineligible activities will not be scored. For more information on course standards, please see Chapter 7 of the Educational Services Manual, including the section “Third-Party Engagement: Instruction, Curriculum and Courses.” The manual can be found here: <https://mywtcs.wtcsystem.edu/educational-services/instructional-resources/educational-services-manual/>.
- Materials submitted with training provided to ineligible recipients (other units of government or school districts) will not be scored.

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 in 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 (5-7 sentences) 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 summary of the key activities of the grant.

SECTION 1: Narrative/Statement of Need

Total Points Available = 24

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

- Clearly describes the planning process involved in assessing the need for training.
- Clearly identifies the specific training needs of the business that resulted from the planning process.
- Application identifies why current training programs do not meet this need.
- Identifies the specific businesses to be served and what the businesses do.
- Identifies how the business impacts the local community and why the technical college is willing to collaborate with the business.
- Application uses specific data to illustrate and show the extent of the business challenges. Data should be specific to the company or Wisconsin.

SECTION 2: Target Audience

Total Points Available = 12

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

- Application provides number of employees to be served.
- Application provides job titles or functions for all employees who will participate in training
- Application describes how serving this group matches the business challenges identified in the statement of need.

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.

- Training activities have an assigned course number or if the training is new and no course number is available, indicate that the college knows they will need to submit courses for approval prior to the courses being offered.
- Proposed activities and overall training plan are appropriate responses to business challenges and likely to produce the 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/competencies, credentials, or college competencies and it is clear how the credit/competency makes the employee workplace ready.

SECTION 4: Outcomes 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.

- Identifies specific business outcomes and learner outcomes that the business wants to achieve.
- Establishes quantitative or qualitative targets or goals for all measurable outcomes.
- Describes evaluation methods that are appropriate for measuring all outcomes identified in the application.
- Links the outcomes to the statement of need.
- Clearly describes how the business will benefit from the identified outcomes.
- Clearly describes how employees will benefit from the identified outcomes.
- Identifies the potential benefits will have a sustained impact on the business and employee.

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.

- Itemizes the salary and fringe budget by training and shows how each was calculated.
- Itemizes remaining budget categories (travel, supplies and equipment, etc.) by training and shows how each was calculated.
- Planned costs match grant activity.
- Budget summary matches detailed budget worksheet.