

**STAFF DEVELOPMENT GRANT FUNDS**

**RUBRIC**

**Project Submitted by** \_\_\_\_\_

**Department/Division** \_\_\_\_\_

**Project Title** \_\_\_\_\_

**Amount Requested from Staff Development Grant Funds \$** \_\_\_\_\_

**Other funds allocated to this project \$** \_\_\_\_\_ **Source** \_\_\_\_\_

	Possible Points	Assigned Points
<p><b>Project Description</b>                      Description is clear and concise.                      Description of project is aligned with checked categories                      Project is aligned with college mission, Strategic Plan, AIP, etc.  <b>Remarks:</b></p>	20	
<p><b>Project Need</b>                      Need statement is clear and concise.                      Need is easily substantiated (data/documentation).                      Primary beneficiary(s) are clearly stated.  <b>Remarks:</b></p>	25	
<p><b>Outcomes</b>                      Outcomes match project description and verified need.                      Outcomes are reasonable for the time, scope and budget.                      Has identified how outcomes of the project will be measured.  <b>Remarks:</b></p>	25	
<p><b>Timeline</b>                      The project plan is reasonably described.  <b>Remarks:</b></p>	15	
<p><b>Budget</b>                      The requested budget is reasonable for the project.  <b>Remarks:</b></p>	15	
	<b>100</b>	

<p>Evaluator Comments:</p>
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