MONTANA FFA FOUNDATION

Helping Hands Grant Review Rubric

Chapter Name:

Project Name:

Fall or Spring cycle: **Date:**

Overview of Scoring

Section	Points Possible	Points Awarded
1. Identify Community Need	4	
2. Objectives	4	
3. Community Partners	4	
4. Learning Outcomes	6	
5. Production Outcomes and Evaluation	6	
6. Timeline	8	
7. Budget	8	
TOTAL	**40**	

Amount Requested:

(Helping Hands Application, Section 7: Budget)

Amount Awarded:

*(Amount awarded cannot exceed $1,500 and must score **at least 'Satisfactory'** or total **25 points**)*

Reviewer:

(print name)

(signature)

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1. Identify Community Need

4 points possible **– Why is the project being undertaken? Provide a short description of the community need that you are addressing. Include relevant data or references to support the need.**	
• Communicates clear understanding of an identified need in the community • Relevant and helpful data/references of need are evidenced	**4** Exceptional
• Identified community need is somewhat clear, but more detail is needed • Data/references included are somewhat relevant	**2-3** Satisfactory
• Community need is unclear or vague • There is no evidence of need provided	**0-1** Insufficient
Score for this section	
Comments:	

2. Objectives

4 points possible **– Provide an overview of how your chapter plans to address the identified community need. The description should clearly state the objectives of your project as they relate to impacting your community.**	
• Overview provides a clear picture of the project scope • Objectives are clear, specific and measureable • Community impact outcomes are clearly summarized in objectives	**4** Exceptional
• Overview describes the community need, but does not provide a clear understanding of the project scope or how it will address the need • Objectives are stated, but lack necessary detail or are not measurable • Outcomes of how the project will impact the community are vague	**2-3** Satisfactory
• Overview is unclear and fails to adequately articulate the project scope or community need • Objectives are non-specific or not measureable • Community impact outcomes are undefined	**0-1** Insufficient
Score for this section	
Comments:	

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3. Community Partners

4 points possible – **Describe the roles of the key stakeholders in your community for this project. These can be individuals, groups, or a combination of the two. Also describe the project location (if applicable).**	
• Identifies the key partners and their affiliation in this project and the specific location • Clearly defines the collaborative role of community partners vested in this project	**4** Exceptional
• Identifies the key partners in this project • Description of the role of community partners is listed, but not clearly defined	**2-3** Satisfactory
• Key partners are listed, but lack description of their position (i.e. affiliated organization) • Lacks description of the role of community partners	**0-1** Insufficient
Score for this section	
Comments:	

4. Learning Outcomes

6 points possible – **What impact will the end result of the project outreach have on your community? Describe at least two (2) SMART learning outcomes – one (1) for your chapter and one (1) for your community.**	
• Meets requirements for learning outcomes (one chapter and one community learning outcome) • Outcomes align with narrative in *Section 2. Objectives* and match identified need • Outcomes are SMART (specific, measurable, attainable, reasonable, timely)	**5-6** Exceptional
• Meets requirements for learning outcomes (one chapter and one community learning outcome) • Outcomes are loosely connected to narrative in *Section 2. Objectives* • Outcomes are listed, but are not SMART outcomes	**3-4** Satisfactory
• Outcome(s) missing from description (chapter, community, or both) • Outcome(s) do not address the identified need or narrative in *Section 2. Objectives* • Description of outcome(s) is incomplete	**0-2** Insufficient
Score for this section	
Comments:	

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5. Production Outcomes and Evaluation

6 points possible – **What indicators will be used to measure the final result of the service project? Describe at least one (1) SMART production outcome for your community and how it will be evaluated (a) throughout project implementation and (b) at the conclusion of the project.**	
• Meets requirements for production outcomes (one community production outcome) • Outcome(s) and assessment indicators align with narrative in *Section 2. Objectives* and match identified need • Outcome(s) is/are SMART (specific, measurable, attainable, reasonable, timely)	**5-6** Exceptional
• Meets requirements for production outcomes (one community production outcome) • Outcome(s) and assessment indicators are loosely connected to narrative in *Section 2. Objectives* • Outcome(s) is/are listed, but is/are not SMART outcomes	**3-4** Satisfactory
• Outcome(s) missing from description (chapter, community, or both) • Outcomes and assessment indicators do not address the identified need or narrative in *Section 2. Objectives* • Description of outcome(s) and assessment indicators are incomplete	**0-2** Insufficient
Score for this section	
Comments:	

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6. Timeline

8 points possible – **Description of <u>activities</u> and <u>start and end dates</u>. Categorize your project into <u>three (3) phases</u>. This plan should incorporate your objectives, learning outcomes, and production outcomes.**	
• All three (3) phases are included in the plan and are specific and distinct • Timeline clearly aligns with objectives, learning outcomes, and production outcomes • Activities are clearly defined and support objectives and outcomes • Definitive start and end dates for the project are included	**7-8** Exceptional
• All three (3) phases are included in the plan and are distinct • Timeline aligns with objectives, learning outcomes, and production outcomes, but is imprecise • Activities are stated and seem to support objectives and outcomes • General start and end dates for the project are included	**5-6** Satisfactory
• There are three (3) phases in the plan, but they are not distinct or are somewhat unclear • Timeline aligns with some objectives and outcomes, but is missing details needed to support all of the objectives and outcomes • Activities are stated, but are vague • General start and end dates for the project are included	**3-4** Developing
• One (1) or more phases are incomplete or missing • Timeline does not appear to align with objectives or outcomes; description is weak • One (1) or more phases are missing activities or descriptions are not available to clarify activities • Start and end dates for the project are missing	**0-2** Insufficient
Score for this section	
Comments:	

7. Budget

8 points possible – List your <u>anticipated costs</u> for <u>each phase</u> of the project and a brief description of each item. Complete this description with a total requested amount.	
• All three (3) phases have accompanying completed budgets • Budget request does not exceed $1,500 • Line items are specific, reasonable, and quantifiable (whole numbers) • Line items total correctly (no errors in computation) • Descriptions link the item in each phase to the objectives of the project	**7-8** Exceptional
• All three (3) phases have accompanying completed budgets • Budget request does not exceed $1,500 • Line items are quantifiable (whole numbers), but lack specificity • Line items total correctly (no errors in computation) • All three (3) phases contain descriptions	**5-6** Satisfactory
• All three (3) phases have accompanying budgets • Budget request does not exceed $1,500 • Line items are quantifiable (whole numbers), but lack specificity • Line items have a few calculation errors, but a total amount is listed • Budget descriptions are stated, but do not adequately link the items to the project objectives	**3-4** Developing
• One (1) or more phases are missing budgets • Budget request exceeds $1,500 • Line items are not all quantifiable and are not specific • There are multiple calculation errors, and there is no total amount requested • One (1) or more phases are missing descriptions of the budgets	**0-2** Insufficient
Score for this section	
Comments:	

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