

Helping Hands Chapter Funding Review Rubric

Chapter Name: _____

Project Name: _____

Date: _____

Overview of Scoring

Section	Points Possible	Points Awarded
1. Identify Instructional Need – <i>Cover Letter</i>	4	
2. Goals/Objectives – <i>Cover Letter</i>	4	
3. Learning Outcomes– <i>Cover Letter</i>	4	
4. Timeline	4	
5. Budget	8	
TOTAL	24	

Amount Requested: _____

(Emerge Education Application, Section 7: Budget)

Amount Awarded: _____

*(Amount awarded typically does not exceed \$3,000 unless there are special circumstances and must score **at least 'Satisfactory'** or total 12 points)*

Reviewer: _____

(print name)

(signature)

1. Identify Instructional Need

4 points possible – Why is the project being undertaken? Provide a short description of the classroom/chapter need that you are addressing. Include relevant data or references to support the need.	
<ul style="list-style-type: none"> Communicates clear understanding of an identified need in the classroom or FFA chapter. Relevant and helpful data/references of need are evidenced. 	4 Exceptional
<ul style="list-style-type: none"> Identified classroom need is somewhat clear, but more detail is needed. Data/references included are somewhat relevant. 	2-3 Satisfactory
<ul style="list-style-type: none"> Classroom need is unclear or vague. There is no evidence of need provided. 	0-1 Insufficient
Score for this section	
Comments:	

2. Goals/Objectives

4 points possible – Provide an overview of how your chapter plans to address the identified instructional need. The description should clearly state the objectives of your project as they relate to impacting your community.	
<ul style="list-style-type: none"> Overview provides a clear picture of the project scope. Objectives are clear, specific, and measurable. Classroom impact outcomes are clearly summarized in objectives. 	4 Exceptional
<ul style="list-style-type: none"> The overview describes the classroom 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 classroom are vague. 	2-3 Satisfactory
<ul style="list-style-type: none"> Overview is unclear and fails to adequately articulate the project scope or classroom need. Objectives are non-specific or not measurable. Classroom impact outcomes are undefined. 	0-1 Insufficient
Score for this section	
Comments:	

3. Learning Outcomes

4 points possible – What impact will the end result of the project have on your instruction? Describe at least one (1) SMART learning outcomes for your instructional needs	
<ul style="list-style-type: none"> • Meets requirements for learning outcomes (one chapter and one instructional learning outcome). • Outcomes align with the objectives/goals and match identified need. • Outcomes are SMART (specific, measurable, attainable, reasonable, timely). 	4 Exceptional
<ul style="list-style-type: none"> • Meets requirements for learning outcomes (one chapter and one instructional learning outcome). • Outcomes are loosely aligned with the objectives/goals and match identified need. • Outcomes are listed, but are not SMART outcomes. 	2-3 Satisfactory
<ul style="list-style-type: none"> • Outcome(s) missing from description (chapter, instructional, or both). • Outcome(s) do not address the objectives/goals and match identified need. • Description of outcome(s) is incomplete. 	0-1 Insufficient
Score for this section	
Comments:	

4. Timeline

8 points possible – Description of activities and start and end dates.	
<ul style="list-style-type: none">• Timeline clearly aligns with objectives, instructional outcomes, and production outcomes.• Activities are clearly defined and support objectives and outcomes.• Definitive start and end dates for the project are included.	4 Exceptional
<ul style="list-style-type: none">• Timeline aligns with some objectives and outcomes, but is missing details needed to support all the objectives and outcomes.• Activities are stated but are vague.• General start and end dates for the project are included.	2-3 Satisfactory
<ul style="list-style-type: none">• Timeline does not appear to align with objectives or outcomes; description is weak.• There are missing activities or descriptions are not available to clarify activities.• Start and end dates for the project are missing.	0-1 Insufficient
Score for this section	
Comments:	

5. Budget

8 points possible – List your anticipated costs of the project and a brief description of each item. Complete this description with a total requested amount.	
<ul style="list-style-type: none"> Line items are specific, reasonable, and quantifiable (whole numbers). Line items total correctly (no errors in computation). Descriptions link the items to the objectives of the project. 	7-8 Exceptional
<ul style="list-style-type: none"> Line items are quantifiable (whole numbers) but lack specificity. Line items total correctly (no errors in computation). 	5-6 Satisfactory
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Line items are not all quantifiable and are not specific. There are multiple calculation errors, and there is no total amount requested. 	0-2 Insufficient
Score for this section	
Comments:	