

Sun Prairie Education Foundation Scoring Rubric

(For Grant Committee Use Only)

Grant Number:	Grant Title:	Grant Cycle:
		F or S
Grant Focus: ☐ Extraordinary Experience ☐ Student Need (no food) ☐ Both ☐ Other		
Key Grant Expectations: ☐ Communication ☐ Creativity ☐ Collaboration ☐ Curriculum ☐ Other		

Score the criteria using a number from the rating key below:				
2 = Complete information provided 1 = Information is incomplete 0 = Information is missing				
Criteria #:		2	1	0
1	Timeline, Number of Students, & Target Audience: Applicant listed the start & end date of the project, the number of students to be impacted by grant, and the grade level(s) of students to be impacted by grant. (Section A)			
Comments:				
2	Goals and Objectives: Project goals, learner objectives are detailed and clearly stated. The target student group is identified. (Section C, Question 1)			
Comments:				
3	Summary and Student Activities: Applicant summarized the project clearly and succinctly. Applicant provided a list of specific student activities to be completed as part of this project. (Section C, Question 2)			
Comments:				
4	Mission Alignment and Grant Project Expectations: Applicant met and supported SPEF Mission and important key factors desired by SPEF Grant Committee and SPEF Trustee Board. (Section C, Question 3)			
Comments:				

Score the criteria using a number from the rating key below:				
		2 = Complete information provided 1 = Information is incomplete 0 = Information is missing		
Criteria #:		2	1	0
5	Sustainability: Applicant explained how the project will be sustained after funding ends and how future classes of students will be impacted. (Section C, Question 4)			
Comments:				
6	Recognizing SPEF Support: Applicant described how SPEF would be acknowledged when the project is launched, in progress, or in educational settings. (Section C, Question 5)			
Comments:				
7	Potential Collaboration: Applicant has identified possible connections with other departments and or schools, if applicable. (Section C, Question 6)			
Comments:				
8	Budget: Applicant completed a detailed budget, delineating specific components in each budget item category by its particular cost. (Section D)			
Comments:				

Other comments, questions, or considerations: