

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 Note - half pts (0.5) may also be given				
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 provided a list of specific student activities to be completed as part of this project. The summary is written clearly and succinctly, but also lists specific names of consultants, vendors, or guest speakers for this project. (Section C, Question 2, 7)			
Comments:				
4	Mission Alignment and Grant Project Expectations: Applicant explained clearly and in detail how the project meets/exceeds the SPEF Mission and “extraordinary opportunities” criteria as 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:				
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Criteria #:		2	1	0
5	Sustainability: Applicant notes any other funding sources other than SPEF being secured for this project. Applicant explains how the project may be sustained after SPEF funding ends and how future classes of students may be impacted. (Section C, Question 4)			
Comments:				
6	Recognizing SPEF Support: Applicant described in detail 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, other non-profits or agencies, 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 and with specific details and justifications for each item. (Section D)			
Comments:				

Other comments, questions, or considerations: