Staff Manager Development Grant Application Rubric   Applicant Name: _____

Amount Requested: $_____

Signature of evaluator: _____

Section 1: Please checkmark "Yes" or "No" for each application attribute.

Application Details Criteria	Yes	No	Not Applicable	Points Tally
All sections of application filled in completely, including signature; application is neat and organized	❑ 2 points	❑ 0 points		
Supporting paperwork included	❑ 2 points	❑ 0 points		
Applicant has not received grant in the past 2 years	❑ 2 points	❑ 0 points		
Date of event/activity included	❑ 2 point	❑ 0 points		
Location of event/activity included	❑ 2 point	❑ 0 points		
Total points in section 1 (10 points possible)				

Section 2: For each criterion please checkmark a box (Excellence, Meets Requirements, Meets Some Requirements, or Does Not Meet Requirements) and leave comments.

Criteria	Excellence	Meets Requirements	Meets Some Requirements	Does Not Meet Requirements	Points Tally
Management Development Proposal	❑ 4 points, The details are well thought out and will support the career, unit or university in a positive way. This application stands out among the others.	❑ 3 points, Details provided about the activity; compelling activity and use of funds. Is a standard proposal.	❑ 2 point, Proposal is brief in details; management development is not clear.	❑0 points, Management skill development is not included.	_____ points X 10 (40 points possible)
Comments on proposal:					
Benefits to career, unit, and reports	❑ 3 points, Explanation shows how the training will benefit projects, unit, and reports. Applicant went above and beyond expectations.	❑ 2 points, Response explains benefit to projects, unit, and reports. Is a standard response to benefits.	❑ 1 point, Explanation provided, but for only one of the following: projects, unit, or reports.	❑0 points, No explanation is included.	_____ points X 10 (30 points possible)
Comments on explanation of benefits:					
Budget information	❑ 2 points, Itemized budget is complete, concise and well-organized, with expenses detailed and references to sources of estimate included. Applicant exceeds expectations	❑ 1.5 points, Detailed budget has been provided, with expenses itemized and references to sources of estimate included (no source documents provided, but link or description of where they originated provided).	❑ 1 point, Budget provided, but lacking itemization or reference to sources. Not detailed.	❑ 0 points, No budget information provided.	_____ points X 10 (20 points possible)
Comments on budget information:					
Total points in section 2 (90 points possible)					

Section 3: Overall Rating. Check one of the following as your overall rating of the applicant.

❑Exceeds expectations	❑Meets expectations	❑ Meets some expectations	❑Does not meet expectations	Total points overall (add section 1 and 2)
Final Comments (Please provide comments on strengths and weaknesses of the applicant in addition to what you included above):				/100

Section 4: Recommendation (*to be completed by subcommittee*):

❑ Approved   Amount Awarded: $_____

❑ Denied

❑ Need more information