## Staff Career Development Grant Application Rubric

### Applicant Name: ____________________________

**Group Application** □ Yes □ No

**Amount Requested** ____________________________

**Rater Signature** ____________________________

### Section 1:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Excellent 9 - 10 points</th>
<th>Good 7 - 8 points</th>
<th>Average 4 - 6 points</th>
<th>Below Average 1 – 3 points</th>
<th>Awarded Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All sections of the application are filled in completely; application is neat and organized</td>
<td>3 points</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Supportive documentation regarding the learning event are attached to the application (For a group application, all group participants are listed with titles and contact information)</td>
<td>3 points</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Applicant has not received a grant in the past 2 years</td>
<td>4 points</td>
<td>0</td>
<td>0</td>
<td>10 points possible</td>
<td></td>
</tr>
</tbody>
</table>

### Section 2:

Points are assigned using a scale of 10-0. For each criterion, assign points within the designated point range.

Enter awarded points for criteria #1 ______ X 4 = ______

Enter awarded points for criteria #2 ______ X 3 = ______

Enter awarded points for criteria #3 ______ X 2 = ______

Enter total points awarded in section 1 & 2 (100 points possible)

### Section 3: Discretionary Points with Rationale (1-5 points – optional)

Rater may proposal awarding additional points for extraordinary circumstances described in the proposal. Rater must provide a clear and compelling rationale for discretionary points. Rater shall present rationale to small rater group and gain consensus to recommend discretionary points. **Discretionary award points:** ____________

**Rater Discretionary Rationale and Final Comments:** (Please provide comments on strengths and weaknesses of the application that support the rating given:)

### Section 4:

Recommendation (to be completed by subcommittee) □ Approved □ Denied

Amount awarded $ ____________