

COLLABORATION MINI-GRANT RUBRIC

School _____

	1	2	3	4	5
Grant application	The application was missing more than one required component.	The application was missing one required component.	The application included all required components.	The application included all required components and was completed in a professional manner (e.g., organized, well-written, neat).	The application included all required components and was completed in a thorough, professional manner.
Project overview	The project description is vague and does not clearly define the scope of the project.	The project description reflects some collaboration of those involved but does not define the purpose and scope of the project.	The project reflects collaboration of those involved and defines the purpose or scope of the project.	The project reflects collaboration of those involved and clearly defines the purpose and scope of the project.	The project reflects a high-level of collaboration of those involved and clearly defines the purpose and scope of the project.
Groups or individuals involved in project	The groups or individuals involved in the project were not identified.	Only one individual or group of stakeholders was identified as being involved in the project.	More than one individual or group of stakeholders was identified as being involved in the project.	A variety of stakeholders from within the school were identified as being involved in the project.	Multiple stakeholders from within the school and beyond were identified as being involved in the project.
Process used to design the project	The process used to develop the project was administrative-driven with no student or teacher input.	The process used to develop the project was teacher-driven but with no student input.	The process used to develop the project was teacher-driven with limited student input.	The process used to develop the project was teacher-driven with strong student input.	The process used to develop the project was teacher- or student-driven, involved multiple stakeholders, and student input was a key component.
Evaluation of project	No evaluation process was described.	A limited evaluation process was described or expected student outcomes were listed.	A limited evaluation process was described and included expected academic or social/emotional outcomes for students.	The evaluation process was fully described and included expected academic or social/emotional outcomes for students.	The evaluation process was fully described and included expected academic and social/emotional outcomes for students.

Benefits of project	Benefits of the project were not noted for any of those involved.	Benefits of the project for some of those involved were noted but not clearly defined.	Benefits of the project were noted for all those involved but not clearly defined.	Benefits of the project were clearly defined for all those involved.	Benefits of the project were clearly and thoroughly defined for all those involved.
Sustaining	No plans for sustaining the project were outlined.	Limited plans for sustaining the project were outlined.	Plans for sustaining the project were outlined but were not totally realistic or clear.	Clear realistic plans for sustaining the project were outlined.	Detailed, clear realistic plans for sustaining the project were outlined.
Timeline	No timeline was included with the proposal.	A vague timeline or a timeline that included only one of the following for the project was addressed: implementation, evaluation, or sustaining.	A timeline that addressed two of the following for the project was addressed: implementation, evaluation, or sustaining.	A timeline that addressed implementation, evaluation and sustaining the project was provided in the proposal.	A very detailed timeline that addressed implementation, evaluation and sustaining the project was provided in the proposal.
Budget	No budget was included with the proposal.	A general, vague budget for the project was included with the proposal.	A budget that addressed most aspects of the project was included with the proposal.	A budget that addressed all aspects of the project was included with the proposal.	A detailed budget that fully addressed all aspects of the project was included with the proposal.
Letter of Support	No letter of support was included with the proposal.	A letter of support was included but it did not focus on the project and/or was from a supervisor not relevant to the project.	A vague letter of support from a relevant supervisor was included with the proposal.	A letter of support from a relevant supervisor was included with the proposal.	A letter of strong support from a relevant supervisor was included with the proposal.