



2015 INNOVATION FUND IMPLEMENTATION GRANT RUBRIC

General Information	
Applicant Name:	Reviewer Name:
Priority Area(s):	Date Reviewed:
Total Points:	

Category	Total Points Possible	Points Received
Executive Summary	5	
Similar Programs	5	
Alignment and Need	15	
Goals and Evaluation Plan	15	
Partnership Overview	20	
Capacity to Implement	10	
Scope of Work	20	
Budget	10	
Total Points	100	

Executive Summary Applicant provides a concise description of the program it would like to implement, including the program’s mission, vision, theory of change, and the anticipated population the program will serve.		Score 5 points possible
5 (Excellent)	The program overview includes and <i>effectively describes all of the following</i> components: <ul style="list-style-type: none"> • An overview of the proposed Innovation Fund project, • A well-articulated mission and vision and logical theory of change, and • A description of the population the program will serve. • The application has excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
4 (Good)	The program overview <i>describes most of the following</i> or is missing one component: <ul style="list-style-type: none"> • An overview of the proposed Innovation Fund project, • A mission, vision, and theory of change, and • A description of the population the program will serve. • The application has effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
2 3 (Average)	The program overview <i>somewhat summarizes the following</i> or is missing two to three components: <ul style="list-style-type: none"> • An overview of the proposed Innovation Fund project, • A mission, vision, and theory of change, and • A description of the population the program will serve. • The application has adequate grammar and sentence mechanics (spelling, capitalization, punctuation). 	
1 (Poor)	The program overview <i>ineffectively summarizes the following</i> , and/or is missing more than three components: <ul style="list-style-type: none"> • An overview of the proposed Innovation Fund project, • A mission, vision, and theory of change, and • A description of the population the program will serve. • The application has ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> • If the applicant skipped this section, please score the application as incomplete. 	
Comments:		

Similar Programs Applicant describes programs that are similar to the proposed program in scope and nature, discusses how the proposed program differs from the existing program(s), and describes what components of these programs, if any, it will use in its own program.		Score 5 points possible
4 5 (Excellent)	<ul style="list-style-type: none"> • Applicant thoroughly explains the existing market of similar programs. • Applicant thoroughly describes how its program differs from existing programs, and what it can learn from these programs. • Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
3 (Good)	<ul style="list-style-type: none"> • Applicant explains the existing market of similar programs. • Applicant describes how its program differs from existing programs and what it can learn from these programs. • Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
2 (Average)	<ul style="list-style-type: none"> • Applicant vaguely explains the existing market of similar programs. • Applicant vaguely describes how its program differs from existing programs, and what it can learn from these programs. • Adequate grammar and sentence mechanics (spelling, capitalization, punctuation). 	
1 (Poor)	<ul style="list-style-type: none"> • Applicant does not explain or minimally explains the existing market of similar programs or explains programs that are not similar to the proposed program. • Applicant does not describe or minimally describes how its program differs from existing programs, or what it can learn from these programs. • Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> • If the applicant skipped this section, please score the application as incomplete. 	
Comments:		

Alignment and Need The program is aligned to one or more of the Innovation Fund priority area(s). The applicant describes the need for the program and the data they used to determine that need.		Score 15 points possible
13 14 15 (Excellent)	<ul style="list-style-type: none"> The program is strongly aligned with the Innovation Fund priority area(s). Applicant thoroughly explains how the implementation of the program will benefit students, teachers, or educational leaders. Applicant thoroughly describes the data used to determine this need. There is a strong link between the data and the need. Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
10 11 12 (Good)	<ul style="list-style-type: none"> The program is aligned with the Innovation Fund priority area(s). Applicant explains how the implementation of the program will benefit students, teachers, or educational leaders. Applicant describes the data used to determine this need. There is a link between the data and the need. Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
5 6 7 8 9 (Average)	<ul style="list-style-type: none"> The program is somewhat aligned with the Innovation Fund priority area(s). Applicant vaguely describes how the implementation of the program will benefit their students, teachers, or educational leaders. Applicant somewhat describes the data used to determine this need. There is a weak link between the data and the need. Adequate grammar and sentence mechanics (spelling, capitalization, punctuation). 	
1 2 3 4 (Poor)	<ul style="list-style-type: none"> The program is loosely aligned or not aligned with the Innovation Fund priority area(s) Applicant does not explain or minimally explains how the implementation of the program will benefit students, teachers, or educational leaders. Applicant does not describe or minimally describes the data used to determine the need, or there is a nonexistent link between the data and the need. Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> If the applicant skipped this section, please score the application as incomplete. 	
Comments:		

Goals and Evaluation Plan The applicant describes 3 -6 SMART goals, a logical plan for collecting and analyzing data, and describes potential external evaluators.		Score 15 points
13 14 15 (Excellent)	<ul style="list-style-type: none"> • Applicant includes 3 – 6 goals, written in the SMART format. • The applicant includes 3 academic outcomes. • Applicant includes a logical and feasible plan for collecting and analyzing data, and the plan is strongly aligned with the listed SMART goals. • Applicant describes potential external evaluators and their qualifications. • Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
9 10 11 12 (Good)	<ul style="list-style-type: none"> • Applicant includes 3 – 6 goals, mostly written in the SMART format. • The applicant includes 2 academic outcomes. • Applicant includes a logical and feasible plan for collecting and analyzing data, and the plan is aligned with the listed SMART goals. • Applicant describes potential external evaluators. • Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
5 6 7 8 (Average)	<ul style="list-style-type: none"> • Applicant includes 3 – 6 goals, somewhat written in the SMART format. • The applicant includes 1 academic outcome. • Applicant includes a plan for collecting and analyzing data, and the plan is somewhat aligned with the listed SMART goals. • Applicant lists or somewhat describes potential external evaluators. • Adequate grammar and sentence mechanics (spelling, capitalization, punctuation). 	
1 2 3 4 (Poor)	<ul style="list-style-type: none"> • Applicant includes goals, but they are not written in the SMART format. • The applicant does not include any academic outcomes. • Applicant includes a plan for collecting and analyzing data, but the plan is not aligned with the listed SMART goals. • Applicant lists potential external evaluators, but does not include a description. • Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> • If the applicant skipped this section, please score the application as incomplete. 	
Comments:		

Partnership Overview Applicant provides a detailed description of organizations that are critical to the success of the program, how those organizations will play a role in the implementation process, and how it has or will develop a relationship with all listed partners.		Score 20 points possible
16 17 18 19 20 (Excellent)	<ul style="list-style-type: none"> Applicant provides a comprehensive list and description of critical stakeholders/partners, resources and/or collaborators. Applicant provides thorough details of how the stakeholders, resources and/or collaborators will play a role in the proposed Innovation Fund Project, both before and after the grant period. Attached letters of commitment from listed partners strongly support the applicant's answers. Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
11 12 13 14 15 (Good)	<ul style="list-style-type: none"> Applicant identifies and describes critical stakeholders/partners, resources and/or collaborators. Applicant includes details of how the stakeholders/partners, resources and/or collaborators will play a role in the proposed Innovation Fund project, both before and after the grant period. Attached letters of commitment from listed partners support the applicant's answers. Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
6 7 8 9 10 (Average)	<ul style="list-style-type: none"> Applicant identifies and describes a few critical stakeholders/partners, resources and/or collaborators. Applicant includes vague details of how the stakeholders/partners, resources and/or collaborators will play a role in the proposed Innovation Fund project, both before and after the grant period. Attached letters of commitment from listed partners loosely support that the partners are committed to the implementing the program. Adequate grammar and sentence mechanics (spelling, capitalization, punctuation). 	
1 2 3 4 5 (Poor)	<ul style="list-style-type: none"> Applicant does not identify or identifies and minimally describes any critical stakeholders/partners, resources and/or collaborators. Applicant's includes minimal details of how the stakeholders/partners, resources and/or collaborator will play a role in the proposed Innovation Fund project, both before and after the grant period. Attached letters of commitment from listed partners do not support that the partners are committed to implementing the program. Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> If the applicant skipped this section, please score the application as incomplete. 	
Comments:		

Capacity to Implement Applicant provides a thorough description of its capacity to implement this program, including: who will lead/facilitate the implementation process and why they were chosen as the grant lead.		Score 10 points possible
9 10 (Excellent)	<ul style="list-style-type: none"> Applicant provides strong evidence that it has the capacity to lead a grant of this nature. The grant lead(s) is/are highly qualified to lead the implementation process. Applicant thoroughly discusses the roles and responsibilities of all individuals who will be involved in the implementation of the proposed Innovation Fund project. Attached resumes of key personnel strongly support the applicant's answers. Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
6 7 8 (Good)	<ul style="list-style-type: none"> Applicant provides evidence that it has the capacity to lead a grant of this nature. The grant lead(s) is/are qualified to lead the implementation process. Applicant discusses the role and responsibilities of all stakeholders who will be involved in the implementation of the proposed Innovation Fund project. Attached resumes of key personnel support the applicant's answers. Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
3 4 5 (Average)	<ul style="list-style-type: none"> Applicant provides some evidence it has the capacity to lead a grant of this nature. The grant lead(s) is/are somewhat qualified to lead the implementation process. Applicant somewhat discusses the roles and responsibilities of most stakeholders who will be involved in the implementation of proposed Innovation Fund project. Adequate grammar and sentence mechanics (spelling, capitalization, punctuation). Attached resumes of key personnel loosely indicate that the individuals listed have the capacity to implement the program. 	
1 2 (Poor)	<ul style="list-style-type: none"> Applicant provides limited evidence that it has the capacity to lead a grant of this nature. The grant lead(s) is/are not qualified to lead the implementation process. Applicant minimally discusses or does not discuss the role and responsibilities of a few stakeholders who will be involved in the implementation and proposed Innovation Fund project. Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). Attached resumes of key personnel do not indicate that the individuals listed have the capacity to implement the program. 	
0 (Incomplete)	<ul style="list-style-type: none"> If the applicant skipped this section, please score the application as incomplete. 	
Comments:		

Scope of Work The applicant includes a chart detailing the scope of work required to implement the proposed program, describes intended milestones and deliverables, and discusses any potential challenges, as well as plans to mitigate those challenges.		Score 20 points possible
16 17 18 19 20 (Excellent)	<ul style="list-style-type: none"> Applicant thoroughly describes all program activities and deliverables over the grant period. The activities described appear to align with the successful implementation of a program that will yield positive outcomes. Applicant thoroughly describes any limiting circumstances and proposed plans to mitigate those challenges. Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
11 12 13 14 15 (Good)	<ul style="list-style-type: none"> Applicant describes all program activities and deliverables over the grant period. The activities described appear to mostly align with the successful implementation of a program that will yield some positive outcomes. Applicant describes any limiting circumstances and proposed plans to mitigate those challenges. Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
6 7 8 9 10 (Average)	<ul style="list-style-type: none"> Applicant somewhat describes all program activities and deliverables over the grant period. The activities described appear to somewhat align with the implementation of a program that may or may not yield positive outcomes. Applicant somewhat describes potential limiting circumstances and the proposed plans to mitigate those challenges. Adequate grammar and sentence mechanics (spelling, capitalization, punctuation) 	
1 2 3 4 5 (Poor)	<ul style="list-style-type: none"> Applicant does not or minimally describes the program activities and deliverables over the grant period. The activities described do not appear to align with the implementation of a program that yields positive outcomes. Applicant does not describe or minimally describes any potential limiting circumstances and proposed plans to mitigate those challenges. Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> If the applicant skipped this section, please score the application as incomplete. 	
Comments:		

Budget Applicant provides a specific budget and budget narrative with reasonable, allowable, and allocable expenses.		Score 10 points possible
9 10 (Excellent)	<ul style="list-style-type: none"> Line items are specific and reasonable. Items are directly related to the proposed Innovation Fund project (allocable) as identified within the grant application. Items link to the proposed Innovation Fund project and appear in other application sections. Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
6 7 8 (Good)	<ul style="list-style-type: none"> Line items are mostly specific and reasonable. There are a few (1-2) items that may be misaligned. Most items are directly related to the proposed Innovation Fund project as identified within grant application. Most items link to the proposed Innovation Fund project and appear in other application sections. Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
3 4 5 (Average)	<ul style="list-style-type: none"> Line items are somewhat specific and reasonable. There are a few (3-4) items that may be misaligned. Items are somewhat related to the proposed Innovation Fund project as identified within the grant application. Items somewhat link to the proposed Innovation Fund project and appear in other application sections. Adequate grammar and sentence mechanics (spelling, capitalization, punctuation). 	
1 2 (Poor)	<ul style="list-style-type: none"> Line items are not specific or reasonable. Items are not related or minimally related to the proposed Innovation Fund project as identified within the grant application. Items do not link or minimally link to proposed Innovation Fund project and do not appear or minimally appear in other application sections. Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		