

Checklist and Rubric for Grant Applications – House Bill 5405 Funding



Upon submission of the grant form, the West Virginia Department of Education (WVDE) will review the application for funding to ensure the following components are present. If any of these items are missing, the grant will not be considered.

1. Grant category
2. Overall description of the project
3. Purpose of the project
4. Goals and objective of the project
5. A budget outlining the major expenditures for both the grant amount and matching county funds
6. Number of educators participating
7. Hours of professional development included in the project
8. A timeline for the grant project
9. Expected classroom outcomes
10. Monitoring plan for classroom implementation
11. Connection of the project goals to the county strategic plan
12. External evaluation plan that includes the use of both qualitative and quantitative sources

If all the above elements are present in the grant application, it will be sent to the grant committee for further review. Elements 3-12 above for each application will be scored using the 4-point rubric beginning on the next page. For questions, contact Leah Earnest at leah.earnest@k12.wv.us.

Criterion	4 Exemplary	3 Adequate	2 Needs Improvement	1 Insufficient Evidence	Comments/Notes
Overall Description	The project description presents a strong rationale and vision of the proposed work.	The project description presents a general rationale and limited vision of the proposed work.	The project description is weak and lacks rationale or vision for the work.	Unconvincing or no evidence of need presented or grant proposal does not address stated need.	
Purpose of the Project	The purpose is clear and strongly aligns with the chosen grant category.	The purpose is evident and aligns to the chosen grant category.	The purpose is unclear and may not be fully aligned to the chosen grant category.	Unconvincing or no evidence of a purpose or alignment with the chosen grant category.	
Project Goals and Objectives and Alignment to the Strategic Plan	Goal(s) and objectives are clearly stated, measurable and strongly align with the county strategic plan.	Goal(s) and objectives are evident, measurable and demonstrate alignment with the county strategic plan.	Goal(s) and objectives are evident but lack evidence of measurable outcomes and/or alignment to the county strategic plan.	Goal(s) and objectives are weak, lack measurable outcomes and alignment to the county strategic plan.	

Criterion	4 Exemplary	3 Adequate	2 Needs Improvement	1 Insufficient Evidence	Comments/Notes
Educator Participation and hours of professional development	The number of participants and their roles are included in the proposal, and the number of PD hours and topics addressed are clearly identified.	The number of participants is stated but descriptions of the PD hours and/or topics addressed are incomplete.	The number of participants is stated, but a lack of PD hours and topics addressed are missing or incomplete.	The information provided does not provide a clear indication of the number of participants, hours of PD, or topics addressed.	
Timeline	The timeline for the project includes detailed milestones for meeting goals, objectives, classroom implementation and external evaluation.	The timeline for the project includes limited information for meeting goals, objectives, classroom implementation and external evaluation.	The timeline for the project omits one or more of the following: meeting goals, meeting objectives, classroom implementation, or external evaluation.	The timeline for the project omits two or more of the following: meeting goals, meeting objectives, classroom implementation, or external evaluation.	
Budget	A detailed budget is submitted with all expenditures identified with a strong correlation to the goals and objectives of the project.	A budget is submitted with all the expenditures identified with a moderate correlation to the goals and objectives of the project.	A budget is submitted but lacks detail regarding expenditures and correlation to the goals and objectives of the project.	The budget submitted includes only broad categories for spending and little or no correlation to the goals and objectives of the project.	
Classroom Implementation and Monitoring	The submitted plan clearly defines classroom integration, outcomes, and monitoring that is strongly connected to the goals and objectives of the project.	The submitted plan defines classroom integration, outcomes, and monitoring but lacks details including connections to the goals and objectives of the project.	The submitted plan lacks one of the following: classroom integration, outcomes, and monitoring. Details and connections to the goals and objectives of the project are incomplete.	The submitted plan lacks details about two or more of the following: classroom integration, outcomes, and monitoring. Little or no evidence connecting to the goals and objectives of the project is presented.	
Evaluation	The evaluation includes details regarding how data will be collected and used to demonstrate if outcomes are met. An external evaluation process and the use of qualitative and quantitative data sources are evident.	The evaluation includes details regarding how data will be collected but lacks some details regarding demonstrating if outcomes are met. An external evaluation process and the use of qualitative and quantitative data sources are evident.	The evaluation includes details regarding how data will be collected but lacks detail regarding demonstrating if outcomes are met. An external evaluation process is evident, but data collection does not include both qualitative and quantitative sources.	The evaluation lacks details regarding how data will be collected and demonstrating if outcomes are met. An external evaluation process is mentioned but is not fully developed and does not identify the sources of qualitative and quantitative data.	