

STATE OF DELAWARE
DEPARTMENT OF EDUCATION

Innovation Grant for High Quality Professional Learning
Sub-Grant Evaluation Rubric

Using the rubric, reviewers will assign numerical scores, prepare comments, and meet to determine consensus.

Plan Criteria	Level 3 Meets All Criteria	Level 2 Meets Some Criteria	Level 1 Meets Few Criteria	Level 0 Meets No Criteria
Grant Overview	The Executive summary includes all sections; there is evidence of a comprehensive needs assessment process and aligned areas of focus.	The Executive summary includes all sections; there is evidence of a needs assessment process, however there is disconnect between the needs assessment and areas of focus.	The Executive summary is missing some sections and there is little or no evidence of a needs assessment process to justify the areas of focus.	
30 Points	30	20	10	0
____/30	____	____	____	____
Monitoring Progress and Program Evaluation	The application clearly addresses how the program/activity will be evaluated for success. It addresses specific data points, and includes benchmark (if applicable) and targeted goals.	The application somewhat addresses how the program/activity will be evaluated for success. It addresses some data points, and includes benchmark (if applicable) and targeted goals.	The application does not include an evaluation plan, or the plan to evaluate is weak, or does not include specific measurable data points.	
30 Points	30	20	10	0
____/30	____	____	____	____
Budget and Budget Narrative	Budget is clear, reasonable and cost effective. Budget narrative itemizes expenses in detail. Budget calculations are correct. Budget does not exceed limits as stated on the application.	Budget is reasonable and cost effective. Budget narrative identifies expenses and provides general explanation. Budget contains a few errors. Budget does not exceed limits as stated on the application.	Budget is not clear, reasonable and/or cost effective. Budget narrative does not provide detailed explanation of expenditures. Budget contains errors and/or is completed incorrectly. Budget exceeds limits as stated on the application.	
10 Points	10	5	2	0
____/10	____	____	____	____
Action Plan	Area 1: Design	Area2: Implementation & Support	Area 3: Evaluate	Total Points:
90 Points	____/30	____/30	____/30	____/160