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**For office use only**

Date received: \_\_\_\_\_\_\_\_\_\_\_

**STUDENT EQUITY and ACHIEVEMENT PROGRAM (SEAP) CATEGORICAL FUNDING REQUEST SCORING RUBRIC**

| **Project Name/Project #:** | **Project cost:** |
| --- | --- |
| **Submitted by:** | **Department:** |

| **Criterion****(Score 0 if element is absent)** | **Below Expectations****(1)** | **Meets Expectations****(2)** | **Exceeds Expectations****(3)** | **Score** |
| --- | --- | --- | --- | --- |
| 1. **Project Description and Budget (Request Form Question 1)**
 | Project Description and Budget is not defined or sustainable. | Project Description and Budget is clearly defined.  | Project Description and Budget is clearly defined with a plan for sustainability. |  |
| 1. **Outcome/Goal - Project addresses goals identified in the Integrated Plan Goals or Guided Pathways Metrics (Request Form Questions 2)**
 | Outcome is not achievable and does not fit in with the goals of the Integrated Plan or Guided Pathways. | Outcome is clear, but may not support the goals of the Integrated Plan or Guided Pathways. | Outcome is clear and supports the goals identified in the Integrated Plan or Guided Pathways. |  |
| 1. **Project focus on target groups (Request Form Question 3)**
 | It is unclear how the program will directly impact target groups. | Strategies are identified to impact target groups. | Strategies are plainly identified to impact target groups and uses proven strategies. |  |
| 1. **Activity connected to Program Review (Request Form Question 4)**
 | It is unclear how the activity is connected to Program Review. | Identifies how activity is connected to Program Review. | Identifies how activity is connected to Program Review and uses proven strategies.  |  |
| 1. **The metric and measures are connected to the Integrated Plan Goals and GP Metrics, usedSEAT/NEAT dashboard, and stated how it will be measured (Request Form Questions 5 & 6)**
 | The metric and measures does not adequately connect with IP Goals and/or GP Metrics. No SEAT/NEAT data identified and does not state how it will be measured. | There is some alignment of the metric and measures with IP Goals and GP Metrics. Insufficient SEAT/NEAT data, and somewhat states how it will be measured. | The metric and measures clearly aligns with IP Goals and GP Metrics. Properly identifies SEAT/NEAT data, and clearly states how it will be measured. |  |
| 1. **Overall: Project Feasibility & Impact**
 | Proposal incomplete, lacks clarity, and seems difficult to implement.  | Proposal has information gaps, yet general purpose is clear. Implementation is viable. | Proposal is complete, clear, and compelling. Shows great promise. |  |
|  |  |  | **TOTAL** |  |

| Reviewed by (print name): | Reviewer signature: |
| --- | --- |
| Department: | Date: |

| Comments:  |
| --- |