

Cultural Event Fund

Request Review Rubric

Criteria	Inadequate 1	Poor 2	Average 3	Good 4	Excellent 5
Support MTU Traditions	Request supports event, or equipment that has been funded annually in some way by the Cultural Events Fund	Request supports event, travel, or equipment that has been funded two or more times in the past and should be included in the group's annual budget	Request supports event, travel, or equipment previously funded in past year(s) by the Cultural Events Fund, however was not funded in the most recent fiscal year	Request supports event, travel, or equipment previously funded for one year only by the Cultural Events Fund, but includes new additions to programs, expanded level of involvement (i.e. presenting vs. merely attending, leadership positions, etc.	Request supports a brand-new event or initiative, unforeseen travel or professional development opportunity, or is to fund new equipment needed
Quality of Supporting Documentation	Request is missing more than one supporting document (either event, travel, equipment budget, annual organization budget, or typed rationale).	Request is missing one supporting document (either Event, equipment budget, annual organization budget, or typed rationale).	Request documents are complete and included, however request is missing substantial information, is vague, or needs more information. Committee generated multiple questions when reading request and needed to conduct follow-up with requesting org.	Request documents are complete and included. Supporting documents are relatively thorough and enough information was included for the committee to discuss request without necessary follow-up.	Very thorough rationale. Request includes detailed budget for Event, Travel, equipment, as well as the overall organization or department budget for the academic year. All documents are free of errors and written professionally
Benefit to Michigan Tech Community	The event, travel, or equipment request will directly impact the members of the student group or organization that has submitted the request (50 or fewer people).	The event, travel, or equipment request will directly impact the members of the student group or organization that has submitted the request (50 or more people).	The event, or equipment request represents a collaboration among student organizations or across departments with the potential to significantly impact a large group of students.	A significant sub-population of Michigan Tech students will benefit from this event. Examples include an event for all Greek students, first-year students, engineering students, etc.	Event, equipment has the potential to impact the entire Michigan Tech student population. Examples include events open to the campus community, campus traditions, etc.
Related to Cultural Events Fund's mission, vision, goals or strategic plan	Request does not tie-in to appreciation of diversity, discovery- based learning, innovation, or any of the components of the University's strategic plan, mission, vision, and goals.	/	Request alludes to appreciation of diversity, discovery- based learning, innovation, or any of the components of the University's strategic plan, mission, vision, and goals.	/	Request clearly ties in appreciation of diversity, discovery- based learning, innovation, or any of the components of the University's strategic plan, mission, vision, and goals.
The Ratio of total funding requested per total number of people impacted	>\$50 per person	\$40-50 per person	\$30-40 per person	\$20-30 per person<\$20 per person	<\$20 per person
					TOTAL