

## Micro-Grant Application Grading Rubric

<b>Micro-Grant Application Grading Rubric</b>			
<b>Dimension</b>	<b>Description</b>	<b>Points</b>	<b>Comment</b>
<b>Project Title and Contacts</b> 5 pts.	<ul style="list-style-type: none"> <li>● Project title is provided</li> <li>● Team member list is complete and Team Leader is identified with full contact information</li> </ul>		
<b>Project Summary</b> 5 pts.	<ul style="list-style-type: none"> <li>● Project summary accurately describes the project and makes a strong case that the initiative should be funded</li> </ul>		
<b>Project Narrative</b> 30 pts.	<ul style="list-style-type: none"> <li>● Discusses the need for this project; Provides a detailed description of the project, including how it will be implemented and the specific roles of each member of the team;</li> <li>● Provides the timeline for the project. Specifies the date for completion. The final report is due within 3 months of completion;</li> <li>● Describes the target audience and indicates how many participants are expected. Discusses how the project will be publicized and promoted and, if appropriate, how participants will be selected.</li> <li>● Lists at least 3 measurable outcomes for this project/event. For each outcome, identify how it is connected with the current Michigan Tech Diversity and Inclusion Plan. Include a description of how the outcome will be assessed.</li> </ul>		
<b>Budget</b> 5 pts.	<ul style="list-style-type: none"> <li>● Itemized list of expenses with a brief explanation of each;</li> <li>● Itemized list of funds anticipated from other sources;</li> <li>● Includes amount requested from the Diversity MicroGrant.</li> </ul>		
<b>Completion Date</b> 5 Points	<ul style="list-style-type: none"> <li>● The expected completion date of the project is identified</li> </ul>		
<b>Rater Name:</b>		<b>Total Points (out of 50):</b>	