# Micro-Grant Application Grading Rubric

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Description</th>
<th>Points</th>
<th>Comment</th>
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| **Project Title and Contacts** 5 pts. | ● Project title is provided  
● Team member list is complete and Team Leader is identified with full contact information |        |         |
| **Project Summary** 5 pts.    | ● Project summary accurately describes the project and makes a strong case that the initiative should be funded |        |         |
| **Project Narrative** 30 pts. | ● 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;  
● Provides the timeline for the project. Specifies the date for completion. The final report is due within 3 months of completion;  
● 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.  
● 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. |        |         |
| **Budget** 5 pts.            | ● Itemized list of expenses with a brief explanation of each;  
● Itemized list of funds anticipated from other sources;  
● Includes amount requested from the Diversity MicroGrant. |        |         |
| **Completion Date** 5 Points | ● The expected completion date of the project is identified |        |         |

**Rater Name:**

**Total Points (out of 50):**