Application Review Rubric
Equity & Environment Fund of the Civic Engagement Subcommittee

<table>
<thead>
<tr>
<th>Reviewer Name</th>
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<tbody>
<tr>
<td>Project Name</td>
<td></td>
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<tr>
<td>Date Reviewed</td>
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**Application Review Rubric**

**Fund’s Priorities**

Determine whether or not the proposed project addresses the fund’s priorities. For example: Ask yourself, “Does the fund uphold values of environmental justice?” Then check the appropriate box.

“*Build student, faculty, and staff understanding related to issues of equity, justice, and sustainability through community-engaged activities.*”

<table>
<thead>
<tr>
<th>yes</th>
<th>no</th>
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Comments: ____________________________________________________________________

“*Establish successful, positive, and sustainable relationships between the university and the broader Charlottesville community.*”

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<tr>
<th>yes</th>
<th>no</th>
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Comments: ____________________________________________________________________

“*Promote a respectful environment at UVA through education and an inclusive dialogue.*”

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<tr>
<th>yes</th>
<th>no</th>
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Comments: ____________________________________________________________________

“*Have observable and measurable benefits to the representation or experiences of historically disadvantaged groups within the Charlottesville and UVA community.*”

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<tr>
<th>yes</th>
<th>no</th>
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Comments: ____________________________________________________________________
“Uphold values of environmental justice.”

yes [ ] no [ ]
Comments: ____________________________________________________________

Total Yes’s
Additional Comments: ____________________________________________________________

Project’s Application Sections

Rating Scale
Use the following scale to rate each section:
5 - Exceptional  section is above and beyond
4 - Above Average  section is above average, but could include more details
3 - Average  section is average
2 - Below Average  section lacks adequate content
1 - Poor  section is empty

“Project Description” - evaluate the content and effectiveness of the description
score: ______
Comments: ____________________________________________________________

“How does the project confront the intersection of equity and sustainability?” - evaluate the relatability of the project to the intersection of equity & sustainability
score: ______
Comments: ____________________________________________________________

“Tentative Timeline” - evaluate the clarity, thoroughness, and feasibility of the timeline
score: ______
Comments: ____________________________________________________________

“Budget” - evaluate the thoroughness and essentiality of the items included in the budget
score: ______
Comments: ____________________________________________________________

Total Score
Additional Comments: ____________________________________________________________
Interpretation of Scores

The two sections are to be score separately but are to be weighed equally in the overall evaluation of the project.

Total Yes’s
0 - 1  project does not align with the fund’s priorities
2 - 3  project addresses some of the fund’s priorities
4 - 5  project is a model of the fund’s priorities

Total Score
0 - 5  application is incomplete
5 - 10 application is weak
10 - 15 application is acceptable
15 - 20 application is excellent

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<th>Total Yes’s</th>
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<tr>
<td>Total Score</td>
<td></td>
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<tr>
<td>Recommendation for Approval (yes or no)</td>
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<tr>
<td>Amount of Money Requested by Application</td>
<td></td>
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<tr>
<td>Amount of Money Recommended for Approval</td>
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Additional Comments:

This form serves to standardize the reviewing process for Equity & Environment Fund applications to ensure each applicant is given the same evaluation. Ideally, three separate members of the Civic Engagement Subcommittee would each fill out one form per application.