

Application Review Rubric

Equity & Environment Fund of the Civic Engagement Subcommittee

Reviewer Name	
Project Name	
Date Reviewed	

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."

yes no

Comments: _____

"Establish successful, positive, and sustainable relationships between the university and the broader Charlottesville community."

yes no

Comments: _____

"Promote a respectful environment at UVA through education and an inclusive dialogue."

yes no

Comments: _____

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

yes no

Comments: _____

“Uphold values of environmental justice.”

yes no

Comments: _____

Total Yes's	
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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	
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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*

Total Yes's	
Total Score	
Recommendation for Approval (yes or no)	
Amount of Money Requested by Application	
Amount of Money Recommended for Approval	

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.