

# Application Review Rubric

Equity & Environment Fund of the Civic Engagement Subcommittee

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<b>Reviewer Name</b>	
<b>Project Name</b>	
<b>Date Reviewed</b>	

## 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: \_\_\_\_\_

<b>Total Yes's</b>	
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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: \_\_\_\_\_

<b>Total Score</b>	
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Additional Comments: \_\_\_\_\_

## Interpretation of Scores

The two sections are to be scored 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*

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

Additional Comments:

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*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.*