# 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>
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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.”

- [ ] 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: ____________________________________________________________

<table>
<thead>
<tr>
<th>Total Yes’s</th>
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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: ____________________________________________________________

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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*

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<tr>
<td>Total Score</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>
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<tr>
<td>Amount of Money Recommended for Approval</td>
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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.*