

**MassGrad Planning Grant – SCORING RUBRIC**  
***A grant of the High School Graduation Initiative***

**SECTION II – PROJECT ACTIVITIES (50 points)**

*Recommended page length of 2-4 pages*

<b>IMPLEMENTATION PLANS</b>	<b><i>Max points</i></b>	<b><i>Points awarded</i></b>	<b><i>Evidence, comments, and questions</i></b>
1a. <u>Planning, Needs Assessment, and Pilot Programs</u> . The applicant thoroughly describes <i>all activities</i> associated with the planning, needs assessment, and/or pilot program plans and processes.	15		
1b. <u>Planning, Needs Assessment, and Pilot Programs</u> . The applicant talks about how the selected activities will specifically focus on students most likely to drop out and/or students that have already dropped out.	6		
1c. <u>Planning, Needs Assessment, and Pilot Programs</u> . The applicant thoroughly describes how the planning, needs assessment, or pilot activities build on strategies, policies, and programs currently in place.	8		

<b>IMPLEMENTATION PLANS</b>	<b>Max points</b>	<b>Points awarded</b>	<b>Evidence, comments, and questions</b>
1d. <u>Planning, Needs Assessment, and Pilot Programs</u> The applicant thoroughly describes how the planning, needs assessment, or pilot activities assist the target high school(s) with addressing gaps in current services or procedures.	8		
2. <u>Staff:</u> The applicant lists and describes the district and school staff members that will be part of their “planning team.” The description includes the names, titles, and roles of these team members. The description also includes how this team will meet and work together to ensure the successful implementation of the grant project.	13		
<b>Section Total</b>	50		

**SECTION III – MEASURABLE OBJECTIVES AND SELF-EVALUATION (25 points)**

*Recommended page length of 1-2 pages*

<b>MEASURABLE OBJECTIVES AND SELF-EVALUATION</b>	<b>Max points</b>	<b>Points awarded</b>	<b>Evidence, comments, and questions</b>
1. <u>Overarching Goals:</u> The applicant provides a thorough and high-quality overview of the overarching goals of the planning, needs assessment, or pilot processes included in the proposal.	10		

<b>MEASURABLE OBJECTIVES AND SELF-EVALUATION</b>	<i>Max points</i>	<i>Points awarded</i>	<i>Evidence, comments, and questions</i>
2. <u>Project Objectives</u> : The applicant defines (in the table) the specific objectives for the proposed project. Objectives are measurable and address the stated activities. Objectives are ambitious, but realistic.	10		
3. <u>Additional Project Evaluation</u> : The applicant includes some additional ways the overall project or particular activities will be evaluated. The applicant includes some suggestions for how the Department, and its contracted evaluation partners for the entire MassGrad project, can specifically support the applicant's efforts for evaluating the new or expanded activities under this grant.	5		
<b>Section Total</b>	25		

**SECTION IV – TIMELINE (10 points)**

*Recommended page length of 1 page (including the table)*

<b>TIMELINE</b>	<b>Max points</b>	<b>Points awarded</b>	<b>Evidence, comments, and questions</b>
1. <u>Year 1 Timeline:</u> The applicant provides a <i>detailed</i> timeline for April 1, 2011 to September 30, 2011 and indicates the specific individuals responsible for carrying out activities.	10		
<b>Section Total</b>	10		

**SECTION V – BUDGET (15 points)**

*Recommended page length of 2-3 pages (including the table)*

<b>BUDGET</b>	<b>Max points</b>	<b>Points awarded</b>	<b>Evidence, comments, and questions</b>
1. <u>Budget Narrative:</u> The applicant provides a budget narrative (using the table) that includes a description of proposed program expenses by line item. The applicant thoroughly describes how project expenses relate to proposed activities.  <i>(See bulleted notes about the budget on page 7)</i>	10		

<b>BUDGET</b>	<i>Max points</i>	<i>Points awarded</i>	<i>Evidence, comments, and questions</i>
2. <u>Matching Funds</u> : The applicant includes a description of the local matching funds, both in-kind and actual cash expenditures, which will support the program activities. <i>Note: The match does not need to equal 100 percent but must show a substantial commitment on behalf of the district.</i>	5		
<b>Section Total</b>	15		





**Budget guidance provided to applicants:**

- *The budget should be for only Year 1 (April 1, 2011 – September 30, 2011), the budgets for Years 2 and 3 will be requested in the continuation grant applications.*
- *Grant funds may not be used to compensate students for participation in activities.*
- *While there are no restrictions on the percentage of the grant that may be spent in a particular category, the reviewers will take into account whether the budget is strictly tied to the activities described in Section III and that the expenses are cost-effective.*
- *The federal guidelines for this project are very clear that funds must be used to supplement, not supplant, current activities and programming.*
- *Up to 50 percent of the Year 1 grant award may be carried-over to a Year 2 grant, however, successful grant recipients should plan to expend the vast majority of Year 1 funds prior to September 30, 2011.*
- *Grant recipients will be required to participate in regular awardee gatherings (up to 5 face-to-face meetings per year in a central location). There will also be additional, optional opportunities (i.e., additional training, networking events) each year. Grant recipients may include costs associated with participation in the mandatory and optional convenings (mileage, substitutes, etc.) in their proposed budget).*