Close Reading Institute Rubric

Section					Points
	30	20	10	0	
Project Summary	Approach is clearly outlined and aligned to the goals of the grant. Project reflects all components of the Close Reading Institute. Goals and theory of action are realistic yet ambitious. Project reflects best practices in topic or content area.	Approach is aligned to the goals of the grant. Description is lacking detail. Project reflects best practices in topic or content area. Project is realistic but may lack innovation. Project shows no real connection to previous work or to other initiatives.	Missing one piece of required information OR summary is missing descriptive information. Scope of project either over reaches or is not sufficient to meet goals. Impact of project on student achievement and teacher efficacy is unclear.	Project DOES NOT align to the components of the Close Reading Institute. Summary is unclear or lacking key information. Project does not use best practices.	
	25	15	5	0	
Goals and Deliverables Project Plan	Deliverables are directly linked to project goals. Timeline is realistic, efficient and within grant period. People responsible for work are identified and specific (lead, team, etc.). The plan includes clearly defined commitment letter signed by all team members. Project plan includes all phases of work: planning, implementation and evaluation.	Deliverables are somewhat linked to project goals. Timeline is relatively realistic and efficient. Some minor details are missing. The plan includes a commitment letter signed by all team members. Project plan includes all phases of grant work: planning, implementation and evaluation but lacks descriptive detail or specific dates or timelines.	Deliverables are somewhat linked to project goals. Timeline is very unrealistic or undefined. The plan includes a vague commitment letter signed by some/all team members. Project plan does not include one or more phases of the work (planning, implementation or evaluation) or other necessary portion.	No connection is made to overall components of the Close Reading Institute. Missing deliverables, participants or persons responsible.	
	25	15	5	0	
Demonstrated Capacity	Clearly demonstrates past capacity for successful grant implementation and/or lessons learned from past grants. Specific grants are references with concrete examples of success. Potential project leads for Close Reading Institute grant are named, with responsibilities.	Demonstrates some capacity for grant implementation but lacks detail or sufficient concrete examples of success. Lessons learned are lacking detail. Potential project leads are named, with responsibilities.	Demonstrates minimal capacity for implementation and has weak examples of success. Does not give examples of lessons learned from past grants. Potential project leads are named but responsibilities are not named.	No concrete examples of successful capacity or lessons learned. Project leads are missing or inappropriate. Does not demonstrate capacity for grant management.	
	20		10	0	
Budget	Budget is realistic and follows requirements including appropriate cost basis for every request. Budget clearly supports goals and deliverables.		Budget follows requirements but is unclear or unrealistic.	Budget does not follow requirements and/or is missing.	
				TOTAL	

Section	Comments
Project Summary	
Goals and Deliverables Project Plan	
Demonstrated Capacity	
Budget	
Overall	