**SUNSHINE FUND RUBRIC\* – Page 1 of 2 APPLICANT NAME**

**Proposal Title Project Concept Form & Expense Sheet (Circle one) Yes No**

**Submitted on Time (Circle one) Yes No Date Submitted Total Score**

**RATINGS: 4 = Clearly specifies 3 = Not stated but understood 2 = Stated but unclear 1 = Not stated or understood**

**THIS RUBRIC WILL BE COMPLETED BY THE ASSOCIATE DEAN. It is included in this packet to demonstrate how applications will be evaluated.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EVIDENCED BASED NEEDS** | | | | **TARGET POPULATION** | | | **PROJECT DESCRIPTION** | | | | | |
| **Describes the current**  **problem, question or situation the project will**  **address** | **Identifies the need or want, resulting from the problem, question or**  **situation** | **Explains how the project will address the problem or**  **situation** | **Outlines the Strategic**  **Planning Goal the project will address** | **Indicates who the project will serve and delineates**  **whether it is transferable to**  **other students, classrooms**  **and/or to other areas on**  **campus** | **Identifies the number of**  **people served** | **Specifies how the project**  **will enhance SUNY Broome students’**  **learning experience** | **Delineates in detail how project will encourage**  **interdisciplinary and/or**  **community agencies;**  **organization collaboration** | **Outlines, in**  **detail, the cross- disciplinary**  **approach or teaching that**  **this project will employ or**  **develop** | **Specifies in detail, the innovative teaching**  **methods this project will promote** | **Identifies in detail the project’s**  **objectives and expected**  **outcomes and how they relate to specific**  **Institutional and Course Learning Outcomes (ILOs and CLOs)** | **Describes where project will be**  **carried out** | **Indicates who the key players in the project will be** |
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**Over SUB-TOTAL PAGE 1**

Updated February 2024

**SUNSHINE FUND RUBRIC\* – Page 2 of 2 APPLICANT NAME**

**RATINGS: 4 = Clearly specifies 3 = Not stated but understood 2 = Stated but unclear 1 = Not stated or understood**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROJECT DESCRIPTION CONTINUED** | | **DURATION** | | **PROJECT NEEDS AND COSTS** | | | | | | | | **END OF PROJECT**  **REPORT** |
| **Explains how the project will be measured for success (i.e. measurable outcomes)** | **Explains the expected**  **outcomes of project** | **Indicates the duration of the project** | **Outlines whether the**  **project’s impact will**  **extend beyond the project timeline** | **Identifies whether the project will**  **have continuing costs, and if yes, indicates how it will be funded** | **Delineates equipment needs and costs** | **Confirms**  **consultation with IT, if applicable** | **Specifies**  **supply needs and costs** | **Outlines personnel needs and**  **costs** | **Indicates training or**  **travel needs and costs** | **Provides**  **information regarding facilities,**  **furnishings and space**  **requirements needed** | **Furnishes**  **insight about other project needs and**  **costs** | **Acknowledges the need to**  **submit an end of project**  **report** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**\*For PDSC Scoring: X3 = Evidence Based Needs; Project Description SUB-TOTAL PAGE 2**

**X2 = Target Population**

**X1 = All Remaining Categories GRAND TOTAL (PAGES 1 + 2)**

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