Rubric for Written Proposal

Criteria	weight	4 - Professional	3 - Proficient	2 - Developing	1 - Incomplete
Choice of Topic	20%	☐ Appropriate ☐ Focused ☐ Innovative ☐ Relevant ☐ Purposeful	☐ Generally appropriate ☐ Evidence of some focus ☐ Moderate creativity ☐ Expresses some relevance ☐ Adequate purpose shown	☐ Somewhat appropriate ☐ Evidence of minimal focus ☐ Limited creativity ☐ Difficulty in identifying relevance ☐ Includes evidence of some purpose	☐ Inappropriate ☐ Lacks focus ☐ Lacks innovation ☐ Lacks relevance ☐ Purpose unclear
Use of Planning Process	20%	☐ Well planned & thought out ☐ Great attention given to details ☐ Target population is clearly stated and supported	☐ Planning is too general ☐ Needs more attention to Details ☐ Target population is too broad	☐ Limited explanation of ideas creates misunderstanding of proposal ☐ Minimal evidence of need for project	☐ Lacks thoroughness ☐ Little evidence of that the project will ever be supported ☐ Target population unspecified
Written Summary	30%	☐ Concise and clear ☐ Depth of thought; thorough and specific development of ideas ☐ Writer exhibits mastery of grammar	☐ Generally concise ☐ Ideas are thoughtful with moderate evidence of topic development ☐ Writer exhibits moderate command of grammar	☐ Some segments ramble ☐ Omits information that creates gaps in the information ☐ Errors in grammar	☐ Rambles to the extent that main point is lost ☐ Omits information that creates lack of understanding ☐ Limited evidence of correct use of grammar
Budget/Costs of items needed to support the project	30%	☐ List is all-inclusive ☐ Prices and quantities seem adequate ☐ Totals are calculated ☐ Funding for project seems likely	☐ List is incomplete missing a few obvious items ☐ Prices are inaccurate ☐ Units are expressed ☐ Quantities are too low or too high to suit the project	☐ List of items is missing many necessities ☐ Prices weren't researched and are wrong ☐ Quantities and units are incorrectly expressed	☐ List of items is missing items of major importance ☐ Prices are missing Quantities are missing Package units are missing or inaccurate

Assignment Score _____