

ZEF Grants Evaluation Form

Grant Committee/Board Member's Name: _____

Mission: The Mission of the Zionsville Education Foundation is to serve its school community by providing funds that promote academic excellence.

Grant Purposes:

1. Academic Excellence and Innovation
2. Community and School Partnerships
3. Leveraging External grants

Upon Completion of the Grant:

Grant recipients have one year to complete the project. Grant recipients are expected to serve as active ambassadors of ZEF to their peers, their students and their community. Grant recipients are also responsible for submitting a brief summary report describing which project objectives were produced, a fiscal accounting of project expenditures, and photographs of the project when appropriate. These reports are due four weeks after the project is completed.

Conflict of Interest:

Each ZEF Grant Committee Member shall avoid even the appearance of a conflict of interest and shall disclose possible conflicts to the ZEF Grants Committee as soon as possible. As an example, a conflict of interest is created if a relative of a voting member has submitted a grant. In that case, the voting member shall not vote or comment on that particular grant.

**Zionsville Education Foundation
Grants Rubric Form**

Project title: _____ Teacher name: _____

Component	4 Proficient	3 Competent	2 Basic	1 Emerging	Score
Description	<ul style="list-style-type: none"> Clearly states the grade level, topic, state standards, number of students impacted and goals to be addressed with this project. 	<ul style="list-style-type: none"> Clearly states four of the proficient areas 	<ul style="list-style-type: none"> Clearly states three of the proficient areas 	<ul style="list-style-type: none"> Does not clearly state description or has less than four areas from proficient area. 	
Purpose	<ul style="list-style-type: none"> Clearly states the purpose of this project, its importance with individual and school corporation goals, and how the project enhances the student learning experiences. 	<ul style="list-style-type: none"> Clearly states two of the proficient areas. 	<ul style="list-style-type: none"> Clearly states one of the proficient areas. 	<ul style="list-style-type: none"> Does not clearly state purpose. 	
Responsibility	<ul style="list-style-type: none"> Clearly identifies individual or individuals responsible once the project is funded. 	Score a four or a one on this area.	Score a four or a one on this area.	<ul style="list-style-type: none"> Does not identify individual or individuals responsible once project is funded. 	
Project Activities	<ul style="list-style-type: none"> Identifies a wide high quality description of the activities the award will facilitate. Describes in detail how the activities produce the objectives stated in proposal. 	<ul style="list-style-type: none"> Identifies a description of the activities the award will facilitate. Describes how the activities will produce the objectives stated in the proposal. 	Identifies a description of the activities the award will facilitate.	<ul style="list-style-type: none"> Does not state a description. 	
Budget	<ul style="list-style-type: none"> Includes a detailed and well planned list of project expenses, supplies, and cost for all items. 	<ul style="list-style-type: none"> Includes a list of project expenses, supplies, and cost for all items. 	<ul style="list-style-type: none"> Includes a few items from proficient section in the budget plan. 	<ul style="list-style-type: none"> Does not include a budget plan. 	
Evaluation and Follow Up	<ul style="list-style-type: none"> Includes a detailed and well planned out standards of measurement to be used to determine if objectives have been achieved. A detailed timeline for assessment of results is included. Timeline for assessment has an action item of final grant report back to ZEF office June 1st. 	<ul style="list-style-type: none"> Includes a standards of measurement to be used to determine if objectives have been achieved. A timeline for assessment of results is included. Timeline for assessment has an action item of final grant report back to ZEF office June 1st. 	<ul style="list-style-type: none"> Includes a standards of measurement to be used to determine if objectives have been achieved. 	<ul style="list-style-type: none"> No standards of measurement for objectives have been included or timeline included. 	
Overall Score					0