



Reviewer Rubric

Competitive – FY25 – Grow Your Own Early Childhood and Family Educators

Application Components and Points

1. Organization and Program Summary – 10 points
2. Statement of Need – 25 points
3. Diversity and Equity – 20 points
4. Capacity of the Applicant Agency – 10 points
5. Community and Family Engagement and Outreach – 5 points
6. Project Goals, Activities, Strategies, Outcomes and Estimated Timelines – 20 points
7. Evaluation Plan – 5 points
8. Budget – 5 points

Total of 100 points possible.

Scoring Sections

Organization and Program Summary - 10 points

Scoring Guidance – “Organization and Program Summary”

Please use the chart below to score the individual components of this section.

Criteria – Scoring Instructions	Point Range	Points Awarded
1. History/Structure – Score 1 point if answered completely, 0 = no answer or incomplete answer	0-1	
2. Economic Development Region – Score 1 point if answered, 0 = no answer or incomplete answer	0-1	
3. Overview of your Grow Your Own Early Childhood and Family Educator Program Plan – Score 0-5 based on Rating Level Chart below	0-5	

4. Supporting GYO Goal: Supporting Participants from the Community and Partnerships - Score 1 point if answered	0-1	
5. Estimated Participants - Score 1 point if answered, 0 = no answer or incomplete answer	0-1	
6. Proposed Timeline - Score 1 point if answered, 0 = no answer or incomplete answer	0-1	

Rating Level for Criterion 3 Above

Rating/Score	Description
Excellent- 5 Points	Response is strong and demonstrates competence and experience well above the minimum requirements . Applicant clearly understands the demands of the grant and inspires confidence in their ability to complete the project
Very Good – 4 Points	Response is above minimum requirements . Applicant provides interesting insights, extra detail, and demonstrates the skills and capacity to complete the project.
Good – 3 Points	Response meets minimum requirements . Response is acceptable and demonstrates some competence. Applicant appears to understand the demands of the grant and ability to complete the project. No special insights provided.
Marginal – 2 Points	Response is below requirements . Applicant demonstrates some understanding and skills necessary to complete the project. It is not clear that applicant can perform the work, and the response lacks special insight and detail.
Lacking – 1 Point	Response is well below requirements. Applicant minimally meets the requirements, but not much else is offered. Applicant lacks understanding in key areas and does not demonstrate the skills necessary to complete the project.
No Answer, Unclear, or Incomplete – 0 Points	No answer provided/did not address the criteria anywhere in the application, or completely unclear and/or incomplete.

Statement of Need – 25 points

Scoring Guidance – “Statement of Need”

Please use the chart below to score the individual components of this section.

Criteria – Scoring Instructions	Points Awarded
Overall Needs – Score 0-5, 0 indicated no needs or needs are unclear or don’t make sense to 5 indicating high level of need	
Targeted Groups (Community & Educators) – Score 0-5, 5 identifies five or more targeted groups, 4 identifies four targeted groups, 3 identifies three targeted groups, 2- identifies two targeted groups, 1 – identifies one targeted group, 0 identifies no targeted groups or groups are unclear	
Data - Score 0-5, 0 indicating identifies no data or data is unclear or doesn’t make sense to 5 indicating provided detail data to support identified needs	
Support for Current Efforts - Score 0-5, 0 indicating identifies no supports or supports are unclear to 5 indicating provided detailed information on supports for current efforts	
Identified Barriers - Score 0-5, 5 identifies five or more barriers, 4 identifies four barriers, 3 identifies three barriers, 2 identifies two barriers, 1- identifies one barrier, 0 identifies no barriers or barriers are unclear or don’t make sense	

Diversity and Equity – 20 points

Scoring Guidance – “Diversity and Equity”

Please use the following table to provide **an overall score** for how well you feel the applicant addressed a commitment to equity, diversity, inclusion, and belonging efforts in their proposal.

Rating/Score	Criteria - Scoring Guide
High – 16 - 20 Points	Response is strong and demonstrates a high commitment to equity, diversity, inclusion and belonging. The capacity to support efforts focused on equity commitments is highly evident and clear through the highly specific details provided.

Very Good – 11 -15 Points	Response is above minimum requirements . Applicant provides interesting insights, extra detail, and demonstrates a very good commitment to equity, diversity, inclusion and belonging . The capacity to support equity efforts is evident.
Good – 6 - 10 Points	Response meets minimum requirements . Response is acceptable and demonstrates a good commitment to equity. Applicant appears to have some efforts focused on equity, diversity, inclusion, and belonging. No special insights provided.
Marginal – 2 - 5 Points	Response is below requirements . Applicant demonstrates some understanding and focus on equity, diversity, inclusion, and belonging. It is not clear that applicant supports specific efforts focused directly on equity. The response lacks special insight and detail. Some clarifications needed.
Lacking – 1 Point	Response is well below requirements . Applicant does not demonstrate a commitment to equity, diversity, inclusion, and belonging. The response lacks a focus on equity efforts and provides little to no details. Many clarifications needed.
No Answer, Unclear, or Incomplete – 0 Points	No answer provided/did not address any equity, diversity, inclusion, or belonging efforts, or in unclear and/or very incomplete. Too many clarifications needed.

Capacity of the Applicant – 10 points

Scoring Guidance – “Capacity of the Applicant Organization or Entity”

Please use the following table to provide **an overall score** for how well you feel the applicant addressed their capacity to successfully carry out the project in their proposal.

Rating/Score	Criteria - Scoring Guide
High – 9 - 10 Points	Response is strong and demonstrates a high ability to perform grant activities and goals . All capacity questions have been addressed and staff (paid and unpaid) roles and responsibilities are clearly explained. Inclusion methods clearly reflect the needs of the participants. Sub-contractors and external partners are identified, and their roles and responsibilities are explained where applicable.
Very Good – 7 -8 Points	Response is above minimum requirements . Applicant provides most details and demonstrates a very good ability to perform grant activities and goals . Most capacity questions have been addressed and staff (paid and unpaid) roles and

	responsibilities are explained. Inclusion methods mostly reflect the needs of the participants. Sub-contractors and external partners are identified, and their roles and responsibilities are mostly explained where applicable.
Good – 5 -6 Points	Response meets minimum requirements . Response is acceptable and demonstrates a good ability to perform grant activities and goals . Some capacity questions have been addressed and staff (paid and unpaid) roles and responsibilities are identified and explained. Inclusion methods are included. Sub-contractors and external partners are identified, and their roles and responsibilities are somewhat explained where applicable. Some clarifications possibly needed.
Marginal – 3 -4 Points	Response is below requirements . Response is somewhat acceptable and demonstrates a marginal ability to perform grant activities and goals . Capacity questions have been slightly addressed. Some clarifications needed.
Lacking – 1 - 2 Point	Response is well below requirements. Response is lacking and doesn't demonstrate an ability to perform grant activities and goals . Capacity questions lack detail or have not been answered at all. Many clarifications needed.
No Answer, Unclear, or Incomplete – 0 Points	No answer provided/did not address any question, or answer is very incomplete and/or very unclear. Too many clarifications are needed.

Community and/or Family Engagement and Outreach – 5 points

Scoring Guidance – “Community and/or Family Engagement and Outreach”

Please use the following table to provide an **overall score** for how well you feel the applicant addressed engagement and outreach methods with the community and/or families in their proposal.

Rating/Score	Criteria - Scoring Guide
High – 5 Points	Response is strong and demonstrates a high commitment to engagement . All components have been thoroughly addressed and clearly explained.
Very Good – 4 Points	Response is above minimum requirements . Applicant provides most details and demonstrates a very good commitment to engagement . Most engagement questions have been addressed and are explained.

Good – 3 Points	Response meets minimum requirements . Response is acceptable and demonstrates a good commitment to engagement . Some engagement questions have been addressed and explained. Some clarifications possibly needed.
Marginal – 2 Points	Response is below requirements . Response is somewhat acceptable and demonstrates a marginal commitment to engagement . Engagement questions have been slightly addressed. Some clarifications needed.
Lacking – 1 Point	Response is well below requirements. Response is lacking and doesn't demonstrate a commitment to engagement . Engagement questions lack detail or have not been answered at all. Many clarifications needed.
No Answer, Unclear, or Incomplete – 0 Points	No answer provided/did not address any question, or answer is very incomplete and/or very unclear. Too many clarifications are needed.

Project Goals, Activities, Strategies, Outcomes, and Estimated Timelines – 20 points

Scoring Guidance – “Project Goals, Activities, Strategies, Outcomes, and Estimated Timelines”

Please use the following table to provide an **overall score** for how well you feel the applicant addressed Project Goals, Activities, Strategies, Outcomes, and Estimated Timelines in their proposal.

Rating/Score	Criteria - Scoring Guide
High – 16 - 20 Points	Response is strong and highly above minimum requirements . The response clearly, completely, thoughtfully and realistically identifies the goals, activities, outcomes, etc., which appear to align with the purpose of the grant and specific program expectations; no clarification is necessary.
Very Good – 11 -15 Points	Response is very good and above minimum requirements . The response identifies the goals, activities, outcomes, etc. with some detail and appear to align with the purpose of the grant and specific program expectations; little to no clarification is necessary.

Good – 6 - 10 Points	Response meets minimum requirements . The response identifies the goals, activities, outcomes, etc. with some detail and appear to align with the purpose of the grant and specific program expectations; little to no clarification is necessary.
Marginal – 2 - 5 Points	Response is below requirements . The response identifies the goals, activities, outcomes, etc. but is limited in specificity and not clearly aligned to specific program expectations; clarification may be needed.
Lacking – 1 Point	Response is well below requirements . The response does not meaningfully, completely, or thoughtfully address goals, activities, outcomes, etc. and many questions remain.
No Answer, Unclear, or Incomplete – 0 Points	No answer provided or applicant does not address project goals, activities, outcomes, and estimated timelines in this section or anywhere in the application. Too many clarifications needed.

Evaluation Plan – 5 points

Scoring Guidance – “Evaluation Plan”

Please use the following table to provide **an overall score** for how well you feel the applicant addressed the Evaluation Plan in their proposal.

Rating/Score	Criteria - Scoring Guide
Excellent- 5 Points	Response is strong. The response clearly and completely describes an evaluation plan; no clarification is necessary.
Very Good – 4 Points	Response is above minimum requirements . The response very adequately describes an evaluation plan; little to no clarification is necessary.

Good – 3 Points	Response meets minimum requirements . The response describes an evaluation plan with some specificity; additional details would be helpful for understanding and/or clarifications are necessary.
Marginal – 2 Points	Response is below requirements . The response describes an evaluation plan but is very limited in specificity; additional details would be helpful for understanding and/or clarifications are necessary
Lacking – 1 Point	Response is well below requirements . The response does not meaningfully, completely, or thoughtfully address goals, activities, outcomes, etc. and many questions remain.
No Answer, Unclear, or Incomplete – 0 Points	No answer provided/did not address any questions, or answer is very incomplete and/or very unclear. Too many clarifications are needed.

Excel Budget with Descriptions – 5 points

Scoring Guidance – “Excel Budget with Descriptions “

Please use the following table to provide **an overall score** for how well you feel the applicant addressed the Excel Budget with Descriptions in their proposal.

Rating/Score	Criteria - Scoring Guide
Excellent- 5 Points	Response is strong. All of the budget items align with the project plan and timeline, all of the budget items are clearly described in the budget narrative and appear to be necessary and reasonable, and no clarifications are needed
Very Good – 4 Points	Response is above minimum requirements . Most or all of the budget items align with the project plan and timeline, the majority of the budget items are clearly described in the budget narrative and appear to be necessary and reasonable, and little to no clarification is necessary

Good – 3 Points	Response meets minimum requirements . Most of the budget items align with the project plan and timeline, some of the budget items are not clearly described in the budget narrative, and clarification may be needed
Marginal – 2 Points	Response is below requirements . Some budget items do not align with the project plan and timeline and/or it is not possible to determine from the budget narrative whether the proposed expenditures are necessary and reasonable; clarifications are necessary
Lacking – 1 Point	Response is well below requirements . Many budget items do not align with the project plan and timeline and/or it is not possible to determine from the budget narrative whether the proposed expenditures are necessary and reasonable; many clarifications are necessary
No Answer, Unclear, or Incomplete – 0 Points	No answer provided/did not address any questions, or answer is very incomplete and/or very unclear. Too many clarifications are needed.

Overall Perspective

Based on your overall review of the application and the scores you assigned, please select a funding recommendation. You will have one of three choices:

1. **Not Recommended** - If you select Not Recommended, we expect to see a low score and corresponding comments that describe the substantive weaknesses in the application.
2. **Recommended with Clarification(s)** - If selected, please specify what clarifications program staff should seek prior to awarding the grant.
3. **Recommended**

NOTE: MDE will review recommendations and scores before making a final funding decision. Clarifications may be necessary from reviewers or applicants. All MDE decisions are final.