



Letter of Intent Rubric

Metric	Notes/Justification	Score
<p>Clear Problem Statement</p> <p>Proposal articulates a clear need for the program that is solvable with award money and will substantially enhance the education of students or support of staff.</p>		/8
<p>Proposal is Innovative</p> <p>Proposal brings a unique and creative element and demonstrates 'out of the box' thinking.</p>		/10
<p>Proposal is Scalable</p> <p>Proposal can be replicated across centers easily and does not just pertain to one program's needs.</p>		/7
<p>Budget Justification</p> <p>The proposal identifies and clearly justifies the amount of funding requested.</p>		/15



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<p>Implementation Timeline</p> <p>The proposal demonstrates the ability to implement the solution over the course of 4 months.</p>		/10
<p>Total</p>		/50
<p>Equity Bonus</p> <p>The proposal demonstrates a commitment to equity and inclusiveness.</p>		(+0-4)
<p>Total with bonus points</p>		/54



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Metric	Missing	Marginal	Adequate	Exemplary
Clear Problem Statement Proposal articulates a clear need for the program that is solvable with award money and will substantially enhance the education of students or support of staff.	The proposal does not identify a problem or fails to articulate a specific need for the program. (0 - 1 pt)	The proposal identifies a problem but lacks clarity or fails to directly tie the solution to the award money. (2 – 3 pts)	The proposal articulates a clear need for the program that aligns with award goals but does not fully explore the potential impact on students or staff. (4 – 6 pts)	The proposal clearly defines a significant need for the program, shows how the award money will address it, and outlines how it will substantially enhance student education or staff support. (7 – 8 pts)
Proposal is Innovative Proposal brings a unique and creative element and demonstrates ‘out of the box’ thinking.	The proposal lacks any elements of creativity or originality. (0 – 1 pt)	The proposal demonstrates minimal creativity and does not fully exhibit ‘out-of-the-box’ thinking. (2 – 4 pts)	The proposal presents creative and unique elements but may lack a strong, innovative approach. (5 – 7 pts)	The proposal is highly innovative, showcasing unique, creative, and bold ideas that demonstrate significant ‘out-of-the-box’ thinking. (8 – 10 pts)
Proposal is Scalable Proposal can be replicated across centers easily and does not just pertain to one program’s needs.	The proposal does not address scalability or is solely focused on one program's needs. (0 – 1 pt)	The proposal minimally addresses scalability and may require significant adaptation to be replicated. (2 – 3 pts)	The proposal demonstrates potential for scalability but lacks full clarity on how it can be easily replicated across centers. (4 – 5 pts)	The proposal clearly outlines a replicable model that can be easily implemented across multiple centers, with minimal adaptation. (6 – 7 pts)
Budget Justification The proposal identifies and clearly justifies the amount of funding requested.	The proposal lacks a budget justification or does not identify the amount of funding requested. (0 – 1 pt)	The proposal identifies the funding amount but provides limited or unclear justification. (2 – 5 pts)	The proposal identifies the funding requested and provides a clear justification, though some details may be vague. (6 – 10 pts)	The proposal clearly identifies the funding requested and provides a comprehensive, well-detailed justification. (11 – 15 pts)



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<p>Implementation Timeline The proposal demonstrates the ability to implement the solution over the course of 4 months.</p>	<p>The proposal does not include an implementation timeline or fails to address the 4-month timeframe. (0 – 1 pt)</p>	<p>The proposal includes an implementation timeline but lacks specificity or feasibility within the 4-month timeframe. (2 – 4 pts)</p>	<p>The proposal includes a clear and feasible timeline, addressing the 4-month implementation period, though minor gaps exist. (5 – 7 pts)</p>	<p>The proposal presents a detailed and realistic implementation timeline that fully aligns with the 4-month timeframe. (8 – 10 pts)</p>
<p>Equity Bonus The proposal demonstrates a commitment to equity and inclusiveness.</p>	<p>The proposal does not address equity or inclusiveness. (0 pts)</p>	<p>The proposal mentions equity and inclusiveness but does not provide meaningful evidence of commitment. (1 pt)</p>	<p>The proposal demonstrates a clear commitment to equity and inclusiveness but lacks robust supporting details. (2 pts)</p>	<p>The proposal demonstrates a strong and actionable commitment to equity and inclusiveness, providing clear evidence of its impact. (3 – 4 pts)</p>