

Michigan AEYC Jacquelyn Miller Endowment Grant Rubric

Applicant Name

Focus

Amount

Reviewer

Criteria	0	1	2	3	Points
Program description: describe the children and families served and details about a typical day. Include information about the quality of the program.	No response or major licensing concerns	Minimal description of program and families and children	A comprehensive description of program and specific characteristics of the children and families served	All of #2 and a clear description of the quality and professionalism of the program	
Project description: include detailed description of the project and number of children impacted by the project.	No response	Brief description with few details	Provides a clear description, but does not indicate numbers of children impacted	Provides comprehensive, clear description of project including number of children impacted	
Relevance to endowment foci: Children and the Arts or Play Environments for Young Children. Explain how this is a new or creative project for the early childhood program or field.	No response	States the focus of the proposed project	States the focus and provides a brief explanation of how it is new or creative	States the focus and provides a detailed explanation of how it is new or creative for the program and the early childhood field	
Justification of need: How will this project enhance the experience of the children you serve and be helpful to them? How will it close the gaps in experiences your children have? How might it benefit your children?	No response	States how this will benefit their children or enhance the children's experiences in the program	Describes how this project will enhance their children's experiences and what benefits the children will receive	All of column #2 and includes a description of their population of children (or links to details in program description)	(Reviewer: double the score you gave for this criterion.)
Timeline and Procedures: Describe the time it will take to complete the project from start to finish detailing what will happen at each point on the timeline.	No response	A brief timeline is given that tells what will happen when	A timeline with more details about the activities to complete the project	A realistic plan for completing the project that includes activities required and provisions for delays/changes/etc.	

Criteria	0	1	2	3	Points
Sustainability: After the project is completed, how will it continue to benefit the program? How will it be incorporated into the program's activities and budget?	No response	A brief description of how the program will continue the benefits of the project	A clear and comprehensive description of how the project will continue to benefit the children and families	All of #2 and what role the staff will play to keep the benefits of the project ongoing	
Replication of project: How will you share the project with the Michigan AEYC community and other early childhood programs?	No response	One idea offered; indicate the final report will be submitted	Will share on their social media and invite others in the community to visit	Will provide a story, pictures, and/or video to Michigan AEYC for their use; present at the Michigan AEYC conference or offer to do a webinar	
Budget	No response or no itemization	General category of materials and total cost; math errors	States total amount requested with individual items listed with their prices; provides all costs such as estimated taxes and/or shipping; shows in-kind support	States total amount requested; completes a line-item listing that describes each item and gives the cost which is reasonable for the item; includes other costs such as estimated taxes and/or shipping; shows in-kind support; addresses other funding	
Three Letters of Recommendation	No letters	No letters from a Michigan AEYC member; no letter from the director/board chair if appropriate; only two letters	Fulfills requirements, but letters do not fully explain why the project is needed	Letters support the project, explain the need for the project, and/or affirm the ability of the applicant to carry out the project.	
TOTAL POINTS				Maximum 30 points	