Equity Ideas Fund (EIF) Evaluation Rubric

To ensure the accessibility and fairness of the Equity Ideas Fund, the evaluation rubric is shared with all applicants. The evaluation rubric will be filled out by staff and student members from Equity Ideas Fund committee to evaluation the proposed initiative. As applicants, you are not expected to fill out the rubric. Please use below rubric as a reference during application, planning, promotion, execution, evaluation and reflection.

Date:

Name of Event:

Student Organizations:

Faculty/Department Affiliation:

1. **Link to KPE's Commitment to Equity:**
   This proposal promotes both equity and physical activity/health: Y   N
   The purpose of the proposal is clear: Y   N
   The proposal addresses under-represented groups: Y   N
   Comments:

   _____
   _____
   _____
   _____

2. **Outcomes/Impact:**
   This proposal will make a positive impact on the community: Y   N
   This proposal is educational: Y   N
   Impacts and outcomes can be strongly identified: Y   N
   Comments:

   _____
   _____
   _____
   _____

3. **Project or Event Description:**
   Event description provides a detailed plan: Y   N
   Event description includes proposed dates, times and locations: Y   N
   Event description includes a specific target audience: Y   N

Event description includes proposed partners that share similar goals: Y   N
Comments:

_____
_____
_____
_____

4. Budget Summary and Marketing:
   Proposed budget is within EIF budget of $500:   Y   N
   Proposed budget is outside of the EIF limit, but other sources of
   funding are identified: Y   N
   Proposed budget is clear: Y   N
   Proposed budget is realistic: Y   N
   Comments:

_____
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_____
_____

5. Promotion Plan:
   Promotion plan may effectively reach the target audience: Y   N
   Campus partners for cross-promotion include:

_____
_____
_____

   Comments:

_____
_____
_____
_____

6. Questions about proposal:

_____
_____
_____
_____

7. **Overall comments on proposal:** Based on the details of this proposal, the project adheres to the framework of SMART goal setting: **S**pecific, **M**eaningful, **A**chievable, **R**ealistic and **T**rackable.

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_____
_____
_____

Circle One:

Approve Proposal   Return for Revisions   Reject Proposal