

Supervised Agricultural Experience (SAE) Grant Review Rubric

Contact Information	
Student Name: (Last, First)	Chapter #:
Reviewer Name:	Date Reviewed:
Project Category:	Project Sub-Category
Funding Recommendation: _____ Fund _____ No Fund	

Overview of Scoring			
Category	Corresponding Section	Total Points Possible	Points Received
1. SAE Plan	SAE Description	15	
2. SAE Plan	Goals for SAE	15	
3. SAE Plan	Timeline	15	
4. SAE Budget	SAE Budget	15	
5. Budget Narratives	Resource and Collaboration Assessment	15	
6. Budget Narratives	Student Statement	15	
7. Budget Narratives	Advisor Statement	10	
TOTAL		100	
Overall Comments			

SAE Plan- SAE Description		Score
Include (1) an overview of your SAE plan (2) the current and/or beginning size and scope of the project, (3) activities that are relevant to planning and implementation, and (4) practices that will be put in place for sustainability.		15 points possible
13 14 15 (Excellent)	<p>Project plan effectively includes and describes all of the following components:</p> <ul style="list-style-type: none"> A clear overview of the SAE, the size and scope of the project, activities that are relevant to the planning and implementation of the SAE, and practices that will be put in place for sustainability Excellent grammar and sentence mechanics (spelling, capitalization, punctuation): No errors 	
9 10 11 12 (Good)	<p>Project plan is mostly inclusive (may be missing 1 component) and effectively describes the following:</p> <ul style="list-style-type: none"> An overview of the SAE, the size and scope of the project, activities that are relevant to the planning and implementation of the SAE, and practices that will be put in place for sustainability Effective grammar and sentence mechanics (spelling, capitalization, punctuation): 1-2 errors 	
5 6 7 8 (Average)	<p>Project plan is missing 2-3 components and vaguely summarizes the following:</p> <ul style="list-style-type: none"> An overview of the SAE, the size and scope of the project, activities that are relevant to the planning and implementation of the SAE, and practices that will be put in place for sustainability Adequate grammar and sentence mechanics (spelling, capitalization, punctuation): 3-5 errors 	
1 2 3 4 (Poor)	<p>Project plan is missing all components and ineffectively summarizes the following:</p> <ul style="list-style-type: none"> An overview of the SAE, the size and scope of the project, activities that are relevant to the planning and implementation of the SAE, and practices that will be put in place for sustainability Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation): >5 errors 	
0 (Incomplete)	<ul style="list-style-type: none"> If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		

SAE Plan-Goals for SAE		Score
Record a minimum of two goals for your SAE. Ensure that goals are SMART (specific, measurable, attainable, realistic and time bound). Be sure that each goal directly relates to the grant selected for this application.		15 points possible
13 14 15 (Excellent)	<ul style="list-style-type: none"> At least two goals are identified Goals are written in SMART format Goals align with the SAE description and timeline Excellent grammar and sentence mechanics (spelling, capitalization, punctuation): No errors 	
9 10 11 12 (Good)	<ul style="list-style-type: none"> Two goals are identified Goals are mostly written in SMART format Goals generally align with SAE description and timeline Effective grammar and sentence mechanics (spelling, capitalization, punctuation): 1-2 errors 	
5 6 7 8 (Average)	<ul style="list-style-type: none"> At least one goal is identified Goal is not fully developed in SMART format Goals vaguely align with SAE description and timeline Adequate grammar and sentence mechanics (spelling, capitalization, punctuation): 3-5 errors 	
1 2 3 4 (Poor)	<ul style="list-style-type: none"> At least one goal is identified Goals are not developed or written in SMART format Goals are too vague and do not adequately relate to the SAE description and timeline Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation): >5 errors 	
0 (Incomplete)	<ul style="list-style-type: none"> If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		

SAE Plan-Timeline		Score
Create a monthly or bimonthly timeline of activities from February through November. Include activities related to the planning, implementation and evaluation of the project.		15 points possible
13 14 15 (Excellent)	<p>Timeline of activities is specific and includes:</p> <ul style="list-style-type: none"> • Monthly or bimonthly plans • Student engaged from February through November • Activities related to the planning, implementation and evaluation of the project • A minimum of five activities • Excellent grammar and sentence mechanics (spelling, capitalization, punctuation): No errors 	
9 10 11 12 (Good)	<p>Timeline of activities is mostly specific or excludes one of the following:</p> <ul style="list-style-type: none"> • Monthly or bimonthly plans • Student engaged from February through November • Activities related to the planning, implementation and evaluation of the project • A minimum of five activities • Effective grammar and sentence mechanics (spelling, capitalization, punctuation): 1-2 errors 	
5 6 7 8 (Average)	<p>Timeline of activities is vague and missing two of the following:</p> <ul style="list-style-type: none"> • Monthly or bimonthly plans • Student engaged from February through November • Activities related to the planning, implementation and evaluation of the project • A minimum of five activities • Adequate grammar and sentence mechanics (spelling, capitalization, punctuation): 3-5 errors 	
1 2 3 4 (Poor)	<p>Timeline of activities is ineffective at describing activities and is missing more than two of the following:</p> <ul style="list-style-type: none"> • Monthly or bimonthly plans • Student engaged from February through November • Activities related to the planning, implementation and evaluation of the project • A minimum of five activities • Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation): >5 errors 	
0 (Incomplete)	<ul style="list-style-type: none"> • If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		

SAE Budget-Budget		Score
The budget should be inclusive of the award amount of \$1,000.00, but the overall budget plan may exceed the award amount.		15 points possible
13 14 15 (Excellent)	<ul style="list-style-type: none"> Line items are specific and quantifiable Items are directly related to the SAE project as identified within the project plan Items adjoin to the priorities of the SAE and are apparent in earlier narratives Excellent grammar and sentence mechanics (spelling, capitalization, punctuation): No errors 	
9 10 11 12 (Good)	<ul style="list-style-type: none"> Line items are somewhat specific and quantifiable Items are mostly directly related to the SAE project as identified within the project plan Most items included link to the priorities of the SAE and are apparent in earlier narratives Effective grammar and sentence mechanics (spelling, capitalization, punctuation): 1-2 errors 	
5 6 7 8 (Average)	<ul style="list-style-type: none"> Line items are slightly specific or quantifiable Items are indirectly related to the SAE project Items included vaguely link to the priorities of the SAE and are somewhat apparent in earlier narratives Adequate grammar and sentence mechanics (spelling, capitalization, punctuation): 3-5 errors 	
1 2 3 4 (Poor)	<ul style="list-style-type: none"> Line items are not specific or quantifiable Items are not related to the SAE project Items included do not link to the priorities of the SAE and are not apparent in earlier narratives Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation): >5 errors 	
0 (Incomplete)	<ul style="list-style-type: none"> If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		

Budget Narratives-Resource & Collaboration Assessment		Score
Provide a summary that explains your total cost budget and how the funds will be obtained. Include your response to the following: (1) How do you plan to obtain resources necessary to cover the total costs for your SAE that are beyond your requested grant funding? (2) Do you have collaborators providing resources to help in accessing capital items such as breeding livestock, buildings or machinery? Explain these collaborations.		15 points possible
13 14 15 (Excellent)	<ul style="list-style-type: none"> Resources and/or collaborators are clearly identified Includes thorough details of how the resources and/or collaborator will play a role in the SAE Excellent grammar and sentence mechanics (spelling, capitalization, punctuation): No errors 	
9 10 11 12 (Good)	<ul style="list-style-type: none"> Resources and/or collaborators are identified Includes vague details of how the resources and/or collaborator will play a role in the SAE Effective grammar and sentence mechanics (spelling, capitalization, punctuation): 1-2 errors 	
5 6 7 8 (Average)	<ul style="list-style-type: none"> Resources and/or collaborators are vaguely identified Lacks details of how the resources and/or collaborator will play a role in the SAE Adequate grammar and sentence mechanics (spelling, capitalization, punctuation): 3-5 errors 	
1 2 3 4 (Poor)	<ul style="list-style-type: none"> Resources and/or collaborators are not identified Does not contain details of how the resources and/or collaborator will play a role in the SAE Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation): >5 errors 	
0 (Incomplete)	<ul style="list-style-type: none"> If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		

Budget Narratives-Student Statement		Score 15 points possible
Explain how this grant will benefit the development and/or expansion of your SAE program. Include any financial and/or special circumstances that would limit your ability to start or expand your SAE without receiving this grant.		
13 14 15 (Excellent)	<ul style="list-style-type: none"> • Student clearly explains how the grant will benefit their SAE • Student clearly describes any limiting circumstances • Excellent grammar and sentence mechanics (spelling, capitalization, punctuation): No errors 	
9 10 11 12 (Good)	<ul style="list-style-type: none"> • Student explains how the grant will benefit their SAE • Student describes any limiting circumstances • Effective grammar and sentence mechanics (spelling, capitalization, punctuation): 1-2 errors 	
5 6 7 8 (Average)	<ul style="list-style-type: none"> • Student vaguely explains how the grant will benefit their SAE • Student imprecisely describes limiting circumstances or indicates that there are not many limiting factors • Adequate grammar and sentence mechanics (spelling, capitalization, punctuation): 3-5 errors 	
1 2 3 4 (Poor)	<ul style="list-style-type: none"> • Student does not explain how the grant will benefit their SAE • Student does not describe any limiting circumstances or addresses that there are not any limiting factors • Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation): >5 errors 	
0 (Incomplete)	<ul style="list-style-type: none"> • If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		

Budget Narratives-Advisor Statement		Score 10 points possible
Explain specifically, how this grant will benefit the development and/or expansion of the student's SAE program. Include any financial and/or special circumstances that would limit this student's ability to start or expand their SAE without receiving this grant.		
8 9 10 (Excellent)	<ul style="list-style-type: none"> • Advisor clearly explains how the grant will benefit the student's SAE • Advisor clearly describes any limiting circumstances • Excellent grammar and sentence mechanics (spelling, capitalization, punctuation):No errors 	
4 5 6 7 (Good/Average)	<ul style="list-style-type: none"> • Advisor explains how the grant will benefit the student's SAE • Advisor describes any limiting circumstances • Effective grammar and sentence mechanics (spelling, capitalization, punctuation): 1-2 errors 	
1 2 3 (Poor)	<ul style="list-style-type: none"> • Advisor vaguely explains how the grant will benefit the student's SAE • Advisor does not describe any limiting circumstances (or address that there are not any limiting factors) • Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation): >5 errors 	
0 (Incomplete)	<ul style="list-style-type: none"> • If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		