

# Professional Development Funding Requests

## Evaluation Rubric

Description	0 Point	1 Point	2 Points	Total
<b>Proposal meets one or more of the Chancellor's office authorized uses for PD funds<sup>2</sup></b>	<i>Meets none of the authorized uses</i>	<i>Meets at least one authorized uses</i>	<i>Meets more than one authorized uses</i>	
<b>Detailed description on how the proposed activity will support at least one of the SCC strategic objectives; a) foster excellence in learning, b) maximize student access and success, c) strengthen community connections or d) optimize resources</b>	<i>Applicant provided little evidence this request meets one of the SCC objectives to support approval of funds</i>	<i>Applicant provided some evidence this request meets one of the SCC objectives to support approval of funds</i>	<i>Applicant provided detailed evidence this request meets one of the SCC objectives to support approval of funds</i>	
<b>Must have scored at least 3 points total between the first two items to continue with evaluation.</b>				
<b>Identified as a professional development priority</b>	<i>Applicant provided little evidence this activity is priority need</i>	<i>Applicant provided some evidence this activity is a priority need</i>	<i>Applicant provided significant evidence this activity is a priority</i>	
<b>Itemized costs clearly documented</b>	<i>Costs are not clearly or completely documented</i>	<i>Costs included but at least one item requires follow-up</i>	<i>Costs included all required forms and itemized costs</i>	
<b>Brochure included with all relative information for proposed activity</b>	<i>No relevant documentation provided</i>	<i>Brief description of activity provided but missing details</i>	<i>Complete/clear description of the activity provided with details</i>	
<b>Previously approved PD funding</b>	<i>Applicant already received funding in this fiscal year Amount: \$</i>	<i>Applicant received funding in this fiscal year but demonstrated substantial need for this activity</i>	<i>Applicant has not received funding in this fiscal year</i>	
<b>Event is offered by other means</b>	<i>Applicant has other opportunities to complete this PD activity at a lesser cost</i>	<i>Applicant demonstrated the need to travel for activity even if offered in a less expensive format</i>	<i>Applicant demonstrated that this is the best option available</i>	
<b>Collaboration</b>	<i>Activity benefits the individual</i>	<i>Activity benefits the individual plus students and/or others at SCC</i>	<i>Activity provides campus-wide benefits</i>	
<input type="checkbox"/> Bonus points (2): applicant presented previously PD funded activity to others on campus			<b>Total Points:</b>	

**Scoring:**

**9-16 points = Approval**

**7-8 points = Additional information required for approval**

**0-6 points = Denied**

**Name:** \_\_\_\_\_

Grant <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date approved/denied:	Grant number:
Amount approved:	Additional information required (specify):	
Date applicant notified:	If denied, reason for denial:	

\_\_\_\_\_  
Professional Development Coordinator

\_\_\_\_\_  
Date

Out-of-State Travel:  NA  Approved  Denied

\_\_\_\_\_  
Superintendent/President

\_\_\_\_\_  
Date