

Professional Development Funding Requests

Evaluation Rubric

Description	0 Point	1 Point	2 Points	Total
Proposal meets one or more of the Chancellor's office authorized uses for PD funds	<i>Meets none of the authorized uses</i>	<i>Meets at least one authorized uses</i>	<i>Meets more than one authorized uses</i>	
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	<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>	
Must have scored at least 3 points total between the first two items to continue with evaluation.				
Identified as a professional development priority	<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>	
Itemized costs clearly documented	<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>	
Brochure included with all relative information for proposed activity	<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>	
Previously approved PD funding	<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>	
Event is offered by other means	<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>	
Collaboration	<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			Total Points:	

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