Professional Development Funding Requests
Evaluation Rubric

Description	0 Point	1 Point	2 Points	Total
Proposal meets one or more of the Authorized uses for PD funds	Meets none of the authorized uses	Meets one of the authorized uses	Meets more than one of the authorized uses	
Proposal meets one or more of the SCC Strategic Goals	Meets none of the strategic goals	Meets one of the strategic goals	Meets more than one of the strategic goals	
Proposal provides a narrative that explicitly connects the activity to the Authorized Uses & SCC Strategic Goals	No connection	Connection is weak, implicit, or unclear	Connection is strong and explicit with clear details	
Must have scored at least 4 points total between the first three items to continue with evaluation.				
Previously approved PD funding	Applicant received funding within the past two (2) fiscal years Amount: $_____	Applicant received funding within the past two (2) fiscal years but narrative justifies need for this activity	Applicant has not received funding within the past two (2) fiscal years	
Collaboration	Activity benefits the individual	Activity benefits the individual plus others at the college	Activity benefits the district and/or greater community	
Narrative explains how applicant anticipates activity will promote their professional development in their role at SCC	Narrative provides insufficient explanation	Narrative provides general explanation with some examples	Narrative provides clear explanation with detailed examples	
Planned Dissemination of Information	Narrative does not provide a plan for sharing experience or applying knowledge	Narrative provides a general plan for sharing experience and/or applying knowledge	Narrative provides a detailed plan for sharing experience and applying knowledge	
☐ Bonus points (2): applicant presented previously PD funded activity to others on campus ☐ Bonus points (2): applicant is presenting at event as Solano employee			Total Points:	0

Scoring:

8-14 points = Approval

6-7 points = Additional information required

0-5 points = Denied

Name: _____

Grant ☐ Approved ☐ Denied	If approved, amount: $	Grant number:
Date approved/denied:	Comments:	
Date applicant notified:		

_____   _____
Professional Development Coordinator   Date

Out-of-State Travel: ☐ NA ☐ Approved ☐ Denied

_____   _____
Superintendent/President   Date