

## SHPE K-12 Program Funding Reimbursement Application Rubric

Every application will be reviewed by a SHPE K-12 program staff member and a regional leader. This rubric consists of 50 possible points (pts). Each line item will be awarded either full credit or no credit; for example, the first item "Clear and concise descriptions of proposed events & objectives." will either be awarded 2pts or 0pts but cannot receive only 1pt. The scores awarded by the staff member and regional leader will be summed for a total possible 100 pts. Funding reimbursements will be awarded based on total score; SHPE will award as many possible applications based on funding available. All applications will receive an award/denial notice with their scores two weeks after the deadline for application submissions has passed. For any additional questions, please email [k12@shpe.org](mailto:k12@shpe.org).

### **General Requirements (10pts max)**

Application Presentation	Clear and concise descriptions of proposed events & objectives. (2pts)
	ALL requested information on application is clear and complete. (2pts)
Target Audience	At least 2 grade levels targeted. (2pts)
Documentation	Sign-in Sheet submitted in PDF form and legible. (1pt)
	Photos – Minimum 10 photos. (1pt)
	Media/Liability Release Forms submitted for all participants in PDF form with all pages facing the same way. (1pt)
	Conducted participant surveys either online or by paper for at least 80% of participants. (1pt)

### **Program (20pts max)**

Objectives	Aligned with SHPE's mission and vision (5pts)
	Promotes Self-Efficacy in STEM. – "I can do STEM" (5pts)
	Promotes Identity in STEM. – "I can see myself doing STEM" (5pts)
	Promotes Interest in STEM. "I know what STEM is and am interested in STEM" (5pts)

### **Outreach (10pts max)**

Collaboration	Partnered with more than one SHPE chapter. (3pt)
	Partnered and/or collaborated with a professional organization (funds + activities). (2pts)
Recruitment	Objective includes presenting value of SHPE membership. (2pts)
	Actively recruited members of a Jr Chapter or start new Chapter. (3pts)

### **Revenue Management (10pts max)**

Income	Utilized the Chapter's funds. (1pt)
	Chapter (sponsoring and/or Jr. Ch) fundraised some income for event. (1pt)
	Chapter secured income/in-kind donations from sponsors/volunteers (1pt)
Expense breakdown	Submitted an itemized budget plan. (1pt)
	All expenses were allowable expenses (followed guidelines). (1pt)
Receipts	Submitted ALL receipts for requested reimbursements. (5pts)