

Event Name
Department/Organization

Grant Criteria	Excellent 3 Points	Meets 2 Points	Poor 1 Point	Score
Event aligns with University Mission	Clearly explains how the event aligns with and enhances the University mission through the event content, purpose, and activities	Somewhat explains how the event aligns with and enhances the University mission through the event content, purpose, and activities	Does not explain how the event aligns with and enhances the University mission through the event content, purpose, and activities	
Proposer(s) states the purpose and details of event	Purpose and details clearly described	Purpose and details provides some clarity	Purpose and details are unclear or missing	
Budget Justification	Provides detailed budget with explanation; All budget items link to proposals and are specific to supporting documentation.	Some budget explanation; Most budget items link to proposals and are specific to supporting documentation.	Provides incomplete budget with explanation	
Student Participation	All or a majority of attendees are students; Based on budget request, the cost per student is reasonable	Some of attendees are students; Based on budget request, the cost per student is medium/high	All or a majority of attendees are NOT students; Based on budget request, the cost per student is high	
Event is Co-Curricular in nature	Application clearly explains how event is co-curricular in nature; learning potential clearly demonstrated	Application somewhat explains how event is co-curricular in nature; some learning potential demonstrated	Application does not explain how the event is co-curricular in nature; event does not demonstrate learning	