

SDBII Farm Grant Application Review Rubric

Grant Application - Overall (5 Possible Points)	No information is provided.	Limited project description. Organization could be improved.	Project is well-described, and organization is easy to follow.	Project is expertly described with a flow that is easy to follow and enhances review of the proposal.
	0	1 to 2	3 to 4	5
Goals Alignment (10 Possible Points)	None of the project areas are explicitly addressed. No participation in SDBII programs.	Outcomes are related to one or more goals, but goal outcomes are not explicitly stated. Limited to no involvement in SDBII program (previous grant attempts, educational events, working with the evaluation team, etc.).	Outcomes are explicitly related to one or more goal areas with limited to moderate involvement in SDBII program (previous grant attempts, educational events, working with the evaluation team, etc.).	Multiple goal areas are directly addressed in the application. Descriptions are detailed yet concise. Applicant has a consistent history of engaging with the SDBII program (previous grant attempts, educational events, working with the evaluation team, etc.).
	0 to 1	2 to 5	6 to 9	10

Summary (20 Possible Points)	<p>Summary does not address (or briefly addresses) any of the following areas as a result of the project: improvements in profitability, efficiency (labor, time, capacity, production), human or animal health and well-being, retention, or addition/maintenance of jobs. Limited to no background on the business is provided.</p>	<p>Summary addresses in some detail one or more of the following areas as a result of the project: improvements in profitability, efficiency (labor, time, capacity, production), human or animal health and well-being, retention, or addition/maintenance of jobs. Limited to no background on proposed or existing business is provided.</p>	<p>Summary addresses in detail one or more of the following areas as a result of the project: improvements in profitability, efficiency (labor, time, capacity, production), human or animal health and well-being, retention, or addition/maintenance of jobs. Background provided is thorough on proposed or existing business. Some thought is given toward future projects and business goals.</p>	<p>Summary addresses in great detail at least two of the following areas as a result of the project: improvements in profitability, efficiency (labor, time, capacity, production), human or animal health and well-being, retention, or addition/maintenance of jobs. Extensive background on existing or proposed business, pre-emptive planning steps, and integration and impact of proposal impacts is provided. Considerations for future projects and business goals are provided.</p>
	<p>0 to 3</p>	<p>4 to 10</p>	<p>11 to 17</p>	<p>18 to 20</p>

Work Plan (20 Possible Points)	<p>Work plan does not address (or very briefly addresses) the following information: critical issues the business will face in completing the project, the amount of time needed to complete each step of the project within the grant period, the specific benchmarks (including dates) that will need to be met to complete the project.</p>	<p>Work plan briefly addresses the following information: critical issues the business will face in completing the project, the amount of time needed to complete each step of the project within the grant period, the specific benchmarks (including dates) that will need to be met to complete the project. Limited to no description on steps required to complete overall project is provided; dates of completion are not reasonable; or listed items do not contribute to the proposal's stated goals.</p>	<p>Work plan addresses the following information in limited detail: critical issues the business will face in completing the project, the amount of time needed to complete each step of the project within the grant period, the specific benchmarks (including dates) that will need to be met to complete the project. More detail is needed on steps required to complete overall project; dates of completion; or listed items do not contribute to the proposal's stated goals.</p>	<p>Work plan addresses the following information in a good amount of detail: critical issues the business will face in completing the project, the amount of time needed to complete each step of the project within the grant period, the specific benchmarks (including dates) that will need to be met to complete the project. Enough detail is provided on steps required to complete overall project; dates of completion; and all listed items contribute to the proposal's stated goals.</p>	<p>Work plan addresses the following information in a great detail: critical issues the business will face in completing the project, the amount of time needed to complete each step of the project within the grant period, the specific benchmarks (including dates) that will need to be met to complete the project. Detailed explanation and flow is provided on steps required to complete overall project; dates of completion; and all listed items contribute to the proposal's stated goals.</p>
	0 to 1	2 to 6	7 to 12	13 to 18	19 to 20

Business Fundamentals - Overall (20 Possible Points)	Proposal does not address (or briefly addresses) the following information: projections on how the farm investments included in the project will pay off over time, justification of project costs, explanation of the logic behind making these particular improvements given the existing farm infrastructure.	Proposal addresses the following information in limited detail: projections on how the farm investments included in the project will pay off over time, justification of project costs, explanation of the logic behind making these particular improvements given the existing farm infrastructure.	Proposal addresses the following information in good detail: projections on how the farm investments included in the project will pay off over time, justification of project costs, explanation of the logic behind making these particular improvements given the existing farm infrastructure.	Proposal addresses the following information in great detail: projections on how the farm investments included in the project will pay off over time, justification of project costs, explanation of the logic behind making these particular improvements given the existing farm infrastructure.
	0 to 3	4 to 10	11 to 17	18 to 20
Budget (20 Possible Points)	Budget line items are not described clearly. Budget includes exorbitant or insufficient funding amounts to achieve activities and outcomes. Unnecessary items are included. Costs are not reasonable for equipment and other costs listed. Unallowable costs are included within the budget. Quotes are not included. Matching funds are not included or are not included at the right amount (25% on allowable expenses).	Budget line items are described. Budget funding amounts may be too much or too little to achieve activities and outcomes. Unnecessary items are included. Costs could be better justified for equipment and other costs listed. Unallowable costs are included within the budget. Limited quotes are included. Matching funds are included at the right amount (25%) but include ineligible expenses.	Budget line items are descriptive and understandable. Budget funding amounts are adequate to achieve activities and outcomes. Costs are justified for equipment and other costs listed. No unnecessary or unallowable items/costs are included. Some quotes are included. Matching funds are included at the right amount (25% on eligible expenses).	Budget line items are descriptive and understandable. Budget funding amounts are adequate to achieve activities and outcomes. Costs are justified for equipment and other costs listed. No unnecessary or unallowable items/costs are included. Formal quotes from reputable vendors are included for to support all costs. Matching funds are included at the right amount (25% on eligible expenses).

	0 to 3	4 to 10	11 to 17	18 to 20
Other Considerations - Overall (5 Possible Points)	No additional considerations are provided about the proposal, current operation, or potential industry impacts.	Some additional considerations are provided about the proposal, current operation, or potential industry impacts but are not thoughtfully linked to the proposal.	Descriptions of partnerships, investments, successful funding attempts, industry impacts, letters of commitment/support, etc. are provided and linked to the proposal.	Detailed and clear impact of the proposal with partnerships, investments, successful funding attempts, industry impacts, letters of commitment/support, etc. are provided.
	0	1 to 2	3 to 4	5