

Sustainability Innovation Fund - Proposal Assessment Rubric

Assessment Criteria	5 Excellent	3 Sufficient	1 Poor	0 No Evidence	Score
1. Application form	Complete; contains all necessary information	Some information missing; not all appropriate signatures included	Incomplete; essential information missing; appropriate signatures not included	Not provided	Y/N
2. Descriptive Title	Succinct and informative	Concise yet lacks clarity	Vague	Not provided	Y/N
	30 Excellent	15 Sufficient	5 Poor	0 No Evidence	
3. Project description	Informative and succinct; provides specific details about the sustainability challenge, variables, context, and proposed method(s) of solutions	Relevant, offers details about the proposed project	Lacks relevance or fails to offer appropriate details about the sustainability challenge, variables, context, or methods of the proposed project	Abstract is omitted or inappropriate given the problem, approach, and method.	/30
	5 Excellent	3 Sufficient	1 Poor	0 No Evidence	
4. Applicants	Clear and concise description provided of each of the applicants'	Description provided of applicants' experience as is relevant to the project	Vague description of applicants' experience provided, with questionable relevancy to the project	No description provided of applicants' experience or connection to the project	/5

	experience as is relevant to the project				
	20 Excellent	10 Sufficient	5 Poor	0 No Evidence	
5. Financial Details	A concise itemized project plan and budget with projected costs which includes items that will be cost-shared or donations in-kind; identifies any additional funds sought or secured, with deliverables stated in measurable terms. Clearly identifies how the project will be sustained beyond the funding period.	A project plan/ budget with projected costs for personnel and acquisition or production of information resources, specialized software, or digital learning materials; identifies items that will be cost-shared or donations in-kind; identifies any additional funds sought or secured	An incomplete project plan/budget that is confusing and vaguely connected to the project	No project plan/budget presented	/20

	10 Excellent	5 Sufficient	2 Poor	0 No Evidence	
6. Sustainability Impact	Clear connection between the project and anticipated impact on advancing the sustainability. Large number of community members to be positively affected across more than one Department. Clear indication of how the project will be scaled and sustained beyond the SIF contributions.	Some connection between the project and anticipated impact on advancing strategic sustainability goals. Small number of community members across two or more Faculties/department, or a large number of students limited to one Faculty/Department likely to be positively affected. Clear indication of how the project will be scaled.	Limited connection between the project and likely impact on sustainability. No indication of how the project will be scaled to have a big impact on the community.	No connection stated between the project and impact on sustainability. No indication of how the project will be scaled and impact the community.	/10
7. Evaluation	Provides an explicit, clear description of the steps planned for evaluation of the project. A rationale is provided to justify the choice of evaluation method. Cogent link provided between the intended outcomes for the project & chosen methods for evaluating success, including measurable deliverables.	Provides a clear description of the methods and steps planned for the evaluation of the project. While the approach may be justified it may be lacking in a clear rationale for the choice of method. There are links between the intended outcomes for the project and the chosen method of evaluation.	Evaluation method partially described and or lack of a justification for the chosen method. Little or no link with the intended outcomes for the project and the chosen method of evaluation.	Omits to provide a description of an evaluation method or includes one with little explanation or justification in terms of rationale.	/10
	5 Excellent	3 Sufficient	1 Poor	0 No Evidence	

8. Dissemination	A well thought out, costed dissemination plan which will reach within and beyond the York community.	A well thought out, costed dissemination plan that has the potential to reach all members of the York community	Dissemination plan ill thought out unlikely to impact on the York community or beyond	No dissemination plan provided.	/5
9. Enduring impact	Detailed description of the ways in which the project will have a sustainability impact at York and our students. Clear plan to embed the project in Faculty priorities and planning. Evidence that it will further York's Sustainability priorities. Project contributes to the systemic development of one or more of the sustainability strategy goals.	Some evidence of a plan for ensuring the project will impact on the York U community. A plan may be present for embedding the project in sustainability priorities and planning but it may be superficial.	Little evidence of a plan for ensuring the project will impact on the York U community. A poorly thought out plan for embedding the project in sustainability priorities and planning.	No evidence of enduring impact.	/10
10. Continued support for the project	Evidence provided that the project will definitely continue to be sustained and supported by the Faculty/Department beyond the period of SIF support.	Evidence provided that the project is likely to be supported by the Faculty/Department beyond the period of SIF support.	Limited evidence provided that the project is likely to be supported by the Faculty/Department beyond the period of SIF support.	No evidence provided that the project is likely to be supported by the Faculty/Department beyond the period of SIF support.	/10
Total Score: (Maximum 100 Points)					/100