

	Poor 1	Adequate 2	Good 3	Outstanding 4
Category I: Project Outline				
/4 The project's overall goal	The project's goal is missing or incomprehensible. If there is a goal it is obviously infeasible	The project's goal is stated vaguely and lacks specificity. The feasibility of the goal is uncertain.	The project's goal is stated with a good level of specificity and clarity. The goal is feasible.	The project's goal is SMART and is stated very clearly. The goal is ambitious yet also feasible.
/4 Explanation of the project's benefit to the club and its members	The project does not benefit the club itself or its members. The project addresses needs that have already been met.	The project offers some benefit to the club itself or its members. The project addresses needs that have been partially met.	The project benefits the club itself and/or its members. The project addresses needs that have hardly been met.	The project greatly benefits the club itself as well as its members. The project addresses unmet needs and is highly innovative. Members are able to experience something unique or new through this project.
/4 Explanation of the purpose and description of the project	Description is missing or vague. Purpose does not contribute to improving student experience.	Description is somewhat-detailed. Some details may be missing. The purpose and contributions of the special project to the student experience at UBC is some-what clear.	Description is detailed and written with a good level of depth. It is clear to see how the special project contributes to the student experience at UBC. Club also includes some details about how the event will be carried out	Description is written with exceptional detail and depth. It is clear to see how the special project contributes to the student experience at UBC and how it will be carried out. Club also includes exceptional detail and paints a clear picture on how the event will play out.
/4 Benefit to the UBC community as a whole	Explanation is missing or vague. The project brings no benefit to the UBC community as a whole or only benefits a very small number of students (< 50 students)	Explanation is some-what detailed although some important details may be missing. The project brings some benefit to the UBC community. However, the project is very niche and benefits a smaller group of students at UBC (50-100 students).	Explanation is detailed and written with a good level of depth. The project is open to and benefits benefits a medium to large number of students at UBC (around 500 students).	Explanation is written with exceptional detail and depth. The project clearly benefits the UBC community as a whole and benefits a very large number of students at UBC (> 500 Students)
Category II: Financial Information				
/4 Tabulated, itemized budget including all revenues (include other grants/sources of funding) and expenditures (accommodations, travel, food, etc.) for this initiative	Budget is missing, or presented in a confusing, disorganized manner. There are many calculation errors and understanding the budget is difficult. Headings and/or descriptions are not used at all. The budget is not itemized (eg. "Miscellaneous expenses" would be considered too broad and not itemized). A large deficit is predicted. Predicted expenses are not reasonable and/or logical.	Budget is presented in a somewhat-organized manner. There may be many calculation errors, or difficulties understanding the budget. Headings and/or descriptions are minimally used, or not used at all. The budget is not itemized (eg. "Miscellaneous expenses" would be considered too broad and not itemized). A small deficit is predicted. Predicted expenses are mostly reasonable and logical, with a few exceptions.	Itemized budget is presented in a organized manner. There may be several calculation errors, or minor difficulties understanding the budget. Headings and/or descriptions are used. Small deficits may be predicted. Predicted expenses are reasonable and logical.	Itemized budget is presented in a comprehensive, organized manner that is easy to read and understand. Headings and/or descriptions are used. The Funds and Grants Committee is able to easily navigate through the budget and see the expenditures/revenue of the club. There are no calculation errors. No deficits are predicted.
/4 Utilization of existing funds	The club has provided no proof that other sources of funding have been exhausted. The club clearly has available funding for their project and a profit is shown on the budget	The club has provided some proof that other sources of funding have been exhausted. The club has some available funding for their project.	The club has provided proof that other sources of funding have been exhausted, disclosing other grant opportunities. The club has no available funding for their project.	Predicted expenses are reasonable and logical. Budget items are clear. The club has provided proof/explanation that indicates all other sources of funding have been exhausted. The Clubs Benefit Fund acts as their only source of funding.
Category III: Recognition				
/4 Plan to recognize the AMS	The application does not include any plans to recognize/ acknowledge the AMS	The application includes some plans to recognize/acknowledge the AMS.	The application includes a good plan to recognize/acknowledge the AMS.	The application includes an excellent plan to recognize/acknowledge the AMS.
Category III: Areas of additional points or deductions				
/1 Letter of support	A letter of support from a trusted source			
/2 BONUS Any other points awarded/deducted not outlined in the rubric above that would be important in the evaluation of this application (please provide justification)				
			Total	/28 +/-3 bonus