

Scoring Rubric: DAC Strategic Planning Innovative Project Grants

The Divisional Activities Committee (DAC) uses a scoring rubric to assess IPG proposals for strategic planning proposals each funding cycle. The DAC would like Division officers to see the criteria by which the IPG proposals are scored, so that they may address each of these points in their proposals. Some additional suggestions are provided as well to guide IPG submissions towards their best chance for success.

Each proposal will be scored out of 16 points by independent reviewers in four categories:

- 1) **Participants** (worth 4 points): Who is organizing this SP session, who is invited to participant, and is inclusivity addressed in the proposal?
- 2) **Logistics Planning** (worth 4 points): Where and when is this activity planned, and will it have the desired impact at this location and time?
- 3) **Facilitator(s)** (worth 4 points): Who will be facilitating this event? If not an ACS facilitator, what experience with ACS do they have?
- 4) **Budget Considerations** (worth 4 points): Is the budget realistic for the size and venue of the activity? Is there a firm commitment from the Division to supply unmet costs beyond the IPG?

Remember, strategic planning IPG proposals will only be awarded if the Division has not engaged in a strategic planning activity within the last five years. If it has been done before, but more than five years ago, a summary paragraph of what was accomplished after the last strategic planning session would strengthen the proposal.

The IPG submittal should contain a brief discussion of how the project will be managed and how each of the criteria will be met. For example, what is perceived need for strategic planning for the Division? Who will be the ones leading this initiative and participating in the event? What other resources are available fund the activity and who is facilitating the event?