NOAA Planet Stewards
Application Evaluation Rubric

Critical Elements

Element	Criteria	Evaluation
Focus area	Project addresses an issue within one of the four focus areas	Y/N
Letters of support	All essential letters of support are provided	Y/N
Budget	Detailed budget included with application	Y/N

Evaluation will not proceed to the next step unless all of the previous questions can be answered with a yes.

Main Evaluation

Element	Application section	Inadequate or Incomplete	Adequate	Excellent
Environmental issue	24	- Not tied to local context. - Does not communicate the significance of the issue. - Does not incorporate appropriate resources.	- Tied to local context, but not larger context. - Communicates the significance of the issue and the need for action. - Incorporates NOAA and other science resources	- Tied to local context and larger (regional, national) context. - Communicates the significance of the issue and the need for action. - Incorporates NOAA and other science resources
Project idea	25	Project activities not	Project activities are logical	Project activities are logical and

		- described clearly. - Project activities will not effectively address the chosen issue. - Major decisions not explained; no links provided.	- and clearly described. - Project will effectively address the chosen issue. - Major decisions are explained.	- clearly described. - Project will effectively address the chosen issue. - Major decisions are explained; links or references are provided to source material that contributed to project decisions.
Desired outcomes	26	- Outcomes listed are not tangible, quantifiable, or related to stewardship activities. - Outcomes are not realistic to expect as a result of listed project activities. - Outcomes listed are primarily related to engagement and education goals.	- Outcomes listed are tangible, quantifiable, and related to stewardship activities. - Outcomes are realistic to expect as a result of project activities. - Outcomes listed are stewardship actions, not engagement and education goals.	- Outcomes listed are tangible, quantifiable, and related to stewardship activities. - Outcomes are realistic to expect as a result of project activities. - Outcomes listed are stewardship actions, not engagement and education goals. - Explanation is provided where necessary to justify the numbers provided. - Outcomes will make a significant or long-lasting difference to the environmental issue.
People involved	27, 31, 34	- Incomplete list provided or insufficient details included. Each person or group's role is not clearly described. - Letters of support not included. - List shows a lack of	- List seems detailed and complete. Each person or group's role is clearly described. - Essential letters of support included. - List is logical and shows good preparation.	- List seems detailed and complete. Each person or group's role is clearly described. - Essential letters of support included; letters of support also provided for major contributors/partners.

		logical thought and pre-planning. ● List shows a lack of cooperation and support from the educator's community.	● List shows adequate cooperation and support from the educator's community.	● List is logical and shows good preparation. ● List shows considerable cooperation and support from the educator's community. Applicant has developed partnerships with additional educators, external institutions, and/or multiple schools or grade bands.
Program activities	32	● Incomplete list provided or insufficient details included. ● Data collection, planning, and outreach activities not included in list. ● Activities listed will not achieve desired outcomes. ● Details on who will undertake each activity are not included. ● Timing of activities shows lack of planning, or detailed timing is not included.	● Detailed list provided. ● Stewardship, education, outreach, and data collection activities included in list. ● Activities listed will allow the project to reach its desired outcomes. ● Details on who will undertake each activity are included. ● Detailed timing of activities is included and demonstrates adequate planning and forethought.	● List provided is extensive, detailed, and well organized. Information presented in clear chronological order. ● Stewardship, education, outreach, and data collection activities included in list. ● Activities listed will allow the project to reach its desired outcomes. ● Details on who will undertake each activity are included. ● Detailed timing of activities is included and demonstrates considerable planning and forethought.
Data collection	33	● Data collection efforts described in insufficient detail. ● Timing and method of data collection efforts	● Specific data collection efforts listed, including information on when, where, and how data will be collected.	● Specific data collection efforts listed, including information on when, where, and how data will be collected. ● Timing and method of data

		will not adequately measure success of the project's stewardship activities.	● Timing and method of data collection will adequately measure success of the project's stewardship activities.	collection will adequately measure success of the project's stewardship activities. ● Data tracking or measurement software or tools are explained.
STEM career participation	27, 34	● Students will not interact with STEM professionals or learn about STEM careers during the project.	● Students will interact with STEM professionals and learn about STEM careers.	● Students will interact with STEM professionals and learn about STEM careers. ● Project designed to incorporate significant interaction with STEM professionals during stewardship activities and/or education activities.
Community outreach	35	● Outreach activities not listed or listed with insufficient detail.	● Plans provided to engage local community before, during, and after the project.	● Detailed plans provided to engage local community before, during, and after the project. ● Communication plans will create interest in the community and encourage participation.
Budget	36	● Basic, but incomplete, list of project materials and costs included. ● Budget includes items not tied to an activity listed in the relevant sections of the proposal or budget includes items with an unclear purpose. ● Budget includes expenses that are ineligible.	● General list of project materials and costs included. ● Each item is tied to an activity listed in the relevant sections of the proposal. ● All budget items are eligible expenses.	● Detailed list of specific products or tools with exact costs where possible. ● Each item is tied to an activity listed in the relevant sections of the proposal. ● All budget items are eligible expenses. ● Links provided for specific items.

Additional Considerations

Element	Criteria
Cooperative Implementation	Additional educators have committed to take responsibility for active implementation of the stewardship project with the applicant and are noted in the application.
Added Impact	The proposed projects will engage multiple classrooms, grade bands, entire schools, or multiple schools.
Underserved Audiences	The applicant will work with Title 1 School(s), students attending these schools, or communities with individuals which meet this definition as described by the NOAA Office of Education.
Underrepresented Audiences	The project engages audiences (students/community members) which meet this definition as described by the NOAA Office of Education.
Key Responsibilities	The applicant possesses organizational leadership roles, skills, or engages in other activities that give them an advantage in completing their project.
In-kind donations	The applicant has secured commitments for in-kind donations from project partners for completion of their project.
Project Persistence	The project is designed to continue to benefit the community after completion or designed to be self-sustaining after the funding period is complete.