



Youth Volunteer Firefighter Training Pilot Grant

Grant Evaluation Rubric and Scoresheet

Reviewer Number: _____ Date: _____

Grant Request: \$ _____

Applicant Name: _____

Project Name: _____

Overall Score

| Project Need (28) | Program Design, Cost and Implementation (20) | Program Objectives and Outcomes (12) | Program Equity and Inclusion Plan (4) | Total (64 points) |
|----------------------|---|---|--|----------------------|
| | | | | |

Overall Comments:

Project Need (Up to 28 points) Total Score _____

Describe the nature and scope of the problem that the project will address, including:

- The specific needs of the Fire Department(s) or applicant involved in the project, including data or examples.
- Data, information, or examples that support the needs statement.

| | SCORE 0 to 4 | CRITERIA |
|------------------------|---|---|
| | 0 = No criteria met 4 = all criteria met | |
| Identification of Need | | <ul style="list-style-type: none"> • Describes how the need will be addressed with the proposed program • Clearly outlines workforce need(s) that the project will address • Clearly explains why this need is not currently being met in other ways. • Includes how both Fire Department(s) and Public Safety are impacted |
| Supporting Information | | <ul style="list-style-type: none"> • Uses data, information, or examples to support the explanation of the need scope. |

COMMENTS:

Program, Design, Cost, & Implementation (Up to 20 points) Total Score _____

Describe the structure of the training program and how it meets the stated needs and critical workforce issues of the employer(s). Please include or indicate:

- If this project is new or improvements on an existing program
- If it replaces other readily available, accessible, or existing training
- The milestones to achieve the goals within the requested time frame
- The plan for monitoring the project and trainee outcomes
- How the cost per trainee is proportional to the planned training and how the budget items are necessary to the project

| | SCORE 0 to 4 0 = No criteria met 4 = all criteria met | CRITERIA |
|--------------------------------------|--|--|
| Structure and content of the project | | <ul style="list-style-type: none"> • The structure and content of the project meets stated needs and critical workforce issue(s). • Does not replace other readily available, accessible, or existing training. • The project is new or customized to the applicant's needs. • The training provider's track record/credentials and ability are sufficient to achieve the project as described. |
| Partner Roles | | <ul style="list-style-type: none"> • Identifies any partners, describes their strategic roles, and explains how the partner(s) will impact training opportunities. • Includes letters of commitment/support from any partners which clearly articulate their responsibilities and identifies a project lead • Leverages additional partnerships to augment program goals |
| Project plan | | <ul style="list-style-type: none"> • The plan for achieving the stated demand-driven outcomes is well supported. • Well-defined plan for recruitment selection and retention of trainees. • The plan includes milestones to achieve the goals within the requested timeframe. • There is a plan for monitoring the project and trainee outcomes. • All project activities will be completed in less than one year and no training course or module is longer than one 1 year. |
| Cost per trainee | | <ul style="list-style-type: none"> • The cost per trainee is proportional to the planned training. • The cost per trainee is a proportional investment related to project outcomes for the trainees, the employer(s), and the State. |
| Budget Items | | <ul style="list-style-type: none"> • All budget items are necessary to the project, proportional to the project requirements, and sufficient supporting detail is provided. |

COMMENTS:

Program Objectives and Outcomes (Up to 12 points) Total Score _____

Describe how the project will create capacity to continue addressing the issue after the grant project is finished:

- Are there incentives, certifications, and/or credit programs that will result from this project?
- Is there improved awareness of the opportunity to serve as a volunteer fire fighter (among youth or in the broader community)?
- Are there any collaborations/partnerships resulting from the project that may improve future ability to address the training issue?
- Are there plans by the program partners to continue to use curriculum/equipment/technology gained through the project after completion?

| | SCORE 0 to 4 0 = No criteria met 4 = all criteria met | CRITERIA |
|---|--|--|
| Project will build ongoing fire dept. capacity | | <ul style="list-style-type: none"> • Training will lead to the necessary qualifications to become a fire fighter (entry level, FF1 or 2) • Recruitment effort will increase the awareness of opportunities to serve |
| Partnerships | | <ul style="list-style-type: none"> • The project will benefit more than one department • The ability to expand the program on a regional or statewide basis |
| Strong evidence to support the future achievement of stated goals | | <ul style="list-style-type: none"> • There is strong evidence to support the future achievement of the stated goals. • Project has clearly defined measurables and a detailed reporting plan • Project clearly has a plan to continue after the grant period has ended. |
| COMMENTS: | | |

Program Equity and Inclusion Plan (Up to 4 points) Total Score _____

Describes how funding will be utilized and programs will be operated

| | SCORE 0 to 4 0 = No criteria met 4 = all criteria met | CRITERIA |
|---------------------------|--|--|
| Equity and Inclusion Plan | | <ul style="list-style-type: none"> • Does the program have a clearly articulated equity and inclusion plan? • Identifies how the program will reach out to groups who historically have not volunteered with the department(s) (i.e., women, minorities, LGBTQ) • Does the program have a plan to ensure that the training environment and Fire Department culture is welcoming of these individuals? |
| COMMENTS: | | |