

# Rubric Worksheet Instructions

- Use these worksheets to evaluate all of the program applications, and the site visits you attend in your council (Caring or Connecting).
- If you are attending the program's site visit:
  - Read the application and program budget prior to the site visit; complete the application rubric worksheet
  - Attend the site visit and complete the site visit rubric worksheet
  - Use your worksheets to enter and submit your responses and comments for both the application and site visit rubrics into the online tool 3 days before your upcoming council meeting
- If not attending the site visit – to prepare for the council meeting:
  - Review your council's program applications and budgets
  - Complete the application rubric worksheets for those programs being discussed in your upcoming council meeting
  - Use your application worksheet to enter and submit your application rubric responses and comments into the online tool 3 days before the council meeting

Agency & program name:

**Instructions:** Read the program application. Click in the boxes to rate each program using the criteria below. Enter an “M” if the program meets the criterion; enter an “H” if it exceeds the criterion; enter an “L” if it falls short of meeting the criterion. If you entered “H” or “L” for any of the criteria, please state your reason why in the notes section. Please keep the comments concise and specific to the ratings of "H" and "L".

| JEWISH FEDERATION OF CINCINNATI APPLICATION RUBRIC  |   |   |
|---|---|---|
| <b>IMPACT</b><br><b>Demonstrating measurable change and improvement in lives</b><br>High – Medium - Low   | <b>ALIGNMENT</b><br><b>Aligning activities and the impact of the program with impact areas</b><br>High – Medium - Low | <b>ACCOUNTABILITY</b><br><b>Delivering efficient, effective and quality services as proposed</b><br>High – Medium - Low |
| <input type="checkbox"/> Program impact: program demonstrates positive outcomes to clients served   | <input type="checkbox"/> Program Description: program goal and purpose clearly identified                             | <input type="checkbox"/> Program budget: use of funding is detailed and clear   |
| <input type="checkbox"/> Program results: program demonstrates past results.  | <input type="checkbox"/> Impact Areas: program clearly articulates alignment to chosen impact area(s)                 | <input type="checkbox"/> Financial Documents: all financial documentation turned in complete and on time                |
| <input type="checkbox"/> Program has learning and insights from delivering services   | <input type="checkbox"/> Program impact and key activities are mutually supportive                                    | <input type="checkbox"/> Program communicates any significant changes   |
| <input type="checkbox"/> Partnerships & Collaborations: Any partnerships or collaborations with other organizations that enhance program impact are clearly articulated |   |   |
| <b>NOTES</b>  | <b>NOTES</b>  | <b>NOTES</b>  |
|   |   |   |

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| JEWISH FEDERATION OF CINCINNATI |   |
|---------------------------------|---|
| SITE VISIT RUBRIC               |   |
| <input type="checkbox"/>        | Staff was able to elaborate and provide additional information beyond the response to the applications’ questions |
| <input type="checkbox"/>        | Staff provided appropriate updates on program delivery  |
| <input type="checkbox"/>        | Success stories or testimonials were shared   |
| <input type="checkbox"/>        | Time was allotted for volunteers to ask questions   |
| <input type="checkbox"/>        | The site visit was well organized and well-orchestrated   |
| <input type="checkbox"/>        | Agency staff members were well prepared   |
| NOTES:                          |   |