FREE WORKSHEET

Grant Scoring Rubric Self-Assessment (Free PDF)

A self-scoring worksheet built around the funder's own criteria, with a generic five-criterion rubric for when none is published and a fix list.

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> The real rubric is the one your funder publishes. Reviewers are asked to score against those criteria. This worksheet helps you score your own draft the same way before you submit. Part 1 uses the funder's criteria. Part 2 is a generic stand-in for funders that publish none. It is a practice tool, not a prediction of the score you will receive.

Draft details

Proposal title:

Funder:

Where the funder's criteria are published (document and page):

Scored by:

Date:

Part 1. Score against the funder's criteria

Copy each criterion and its points exactly as published. For each one, write the evidence in your draft and the page where a reviewer will find it. If you cannot point to a page, the score is low, whatever you meant to say.

Funder's criterion	Points available	Our score	Evidence in our draft	Page
Total				

Priority or bonus points we are claiming, and where the draft earns them:

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Three questions for each criterion

- [ ] Does the draft use the funder's own words for this criterion in a heading or first sentence?
- [ ] Could a reviewer find the answer in under a minute?
- [ ] Is the claim backed by a fact, a number or a document, not an adjective?

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Part 2. Generic rubric for when the funder publishes none

Use this only when the funder gives no criteria. It reflects what reviewers commonly look for. It is not any funder's rubric, and the equal weighting is an assumption.

Score each criterion from 1 to 4 using the level descriptions.

Criterion	1 Weak	2 Developing	3 Solid	4 Strong
Need	Need is asserted with no evidence	Some evidence, but general or not local	Local, sourced evidence of a specific need	Local, sourced evidence tied directly to the people served and to this funder's priorities
Project design	Activities are vague or do not match the need	Activities are listed but the link to results is unclear	Activities, timeline and staffing are clear and plausible	Each activity leads to a stated result, with owners, dates and a reason the approach should work
Outcomes and evaluation	No measurable outcomes	Outcomes stated but not measurable, or no method	Measurable outcomes with a method and schedule	Measurable outcomes, named tools, who collects data and when, and how results will be used
Capacity	Capacity is claimed with no support	General description of the organization	Relevant experience, named roles and confirmed partners	Track record with results, qualified staff in place, and partners with documented commitments
Budget	Budget is missing detail or does not match the narrative	Budget matches in part, with weak justification	Every line ties to an activity and has a calculation	Every line ties to an activity, is calculated, is reasonable for the work, and other funding is explained

Generic rubric scores

Criterion	Score (1 to 4)	Evidence in our draft	Page
Need			
Project design			
Outcomes and evaluation			
Capacity			
Budget			
Total out of 20			

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Second reader

Ask someone who did not write the draft to score it without seeing your scores. Compare afterward. A gap of two or more levels on any criterion means the draft is not saying what you think it says.

Second reader:

Criteria where our scores differed, and why:

Fix list

Start with the criteria that carry the most points and have the lowest scores.

Criterion	What is missing or weak	Change to make	Who	By when

> **Want help with this?** The Complete Grant Architect is a free 16-week grant writing course, and you can hire a grant writer for your next proposal. Both are at subthesis.com.

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