

Mini-Grant Review Rubric

Project name: _____

School name: _____ Utility: _____ Requested Funding: \$ _____

Reviewers: _____

Required Criteria	Reviewer:	Reviewer:	Reviewer:
Is there a need for this project?			
Will this project reduce the carbon footprint of the school community? Will this reduce emissions directly or indirectly, or increase energy awareness and education?			
Do the energy savings outcomes and/or sustainability education goals justify the amount of money being requested?			
Is it clear that the grant applicants have a plan for how this project will be carried out?			
Does this plan appear feasible?			
Is this project sustainable, and will it continue to benefit the school even after the project applicants graduate?			
Is there a clear promotional plan to involve other students in the project?			

Is there anything about the application that the reviewers believe will seriously hamper the ability of the applicants to complete the project as they have proposed it?			
Summary thoughts:			

Other Factors	Reviewer:	Reviewer:	Reviewer:
Has this school received KEEP funding in the past? Has this school received a Mini-Grant in the past? If so, did they complete all the reporting requirements? Has someone applied for a Mini-Grant in the past but NOT received one?			
Is this school in an area which KEEP has served less, or which is a Justice40 area, minority, or otherwise underserved?			
How does the quality of the application compare with other applications received? Is it well planned? Well written?			
Is there clear carbon footprint data with accurate calculations? How does the size of the impact compare with other applications? What scope are the emissions reductions (1, 2, or 3)? Or for an educational project, is there a plan to quantify the benefits?			
Did students attend the Student Meet-up?			
Did students ask 2+ questions at the session?			

Are there other reasons why this application should be considered higher or lower priority than other applications?			
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If the application is not complete, or any of the required criteria aren't present, the student group will be given advice on improving their application and encouraged to reapply during the next application window with an updated application.

Applications which do meet all the criteria will be compared with the entire pool of remaining applications. KEEP will prioritize projects that are well planned, have good calculations regarding how much the project is expected to reduce the school's carbon footprint or a high educational value, and are at schools which have received fewer resources from KEEP in the past or are more generally underserved.

For fall of 2026, KEEP will fund up to \$3000 worth of applications, though may choose to fund less depending on the number and quality of applications. For spring of 2027, KEEP will fund \$2000 worth of applications (plus any money that wasn't used for fall funding), up to a maximum of \$5000 for the entire year.