

Name:

Period:

End of Unit Common Task Proposal Rubric

	3 Above Proficiency	2 At Proficiency	1 Below Proficiency
Length: 1-2 pages typed. The proposal must be single spaced, multi-paragraph and in 12 font.	N/A	The proposal is within the 1-2 page limit and l is formatted properly.	The proposal is not with the allotted limit and is not formatted properly.
Budget: Your budget will always be carefully scrutinized by potential donors, and needs to be clear, complete and accurate.	The proposal includes a concise and detailed budget of what is needed for the event.	The proposal includes a budget of what is needed for the event.	The proposal does not include a budget or does not have sufficient elements included.
Key Points: At the heart of your proposal, you will describe the needs you are trying to address, the aims of your project, and how you will achieve them.	The proposal describes in detail the needs, the aims of the project, how those needs will be achieved, as well as the measure of success.	The proposal describes the needs, the aims of the project, how those needs will be achieved, as well as the measure of success.	The proposal does not include the needs, the aims of the project, how these needs will be achieved, or the measure of success.
Language: Author is clear and concise in their proposal. Author uses short words, short sentences, short paragraphs, bullet points and bold text to highlight key features, headings and subheads to indicate the different parts of the application, etc.	The proposal is organized effectively to to assist the reader in understanding all components of the proposal. The proposal is broken down in a way that all key features are highlighted to the audience.	The proposal is organized to assist the reader in understanding most of the components of the proposal. The audience is able to follow the main ideas with minor difficulty.	The proposal is unorganized and difficult for the audience to understand the important components.
Facts & Figures: Author includes include selected facts and figures in your proposal.	The proposal includes several relevant facts in figures to assist the audience.	The proposal includes facts and figures to assist the audience.	The proposal does not include adequate facts and figures to assist the audience.

<p>The Human Story: Include case studies and examples of how people have been helped and what they have gone on to achieve as a result of your help, then this will demonstrate clearly that you are effective in helping people - which is what most donors are interested in supporting.</p>	<p>Provides several examples of case studies and examples of how the people will be helped as a result of your event.</p>	<p>Includes an example of how the people will be helped as a result of your event.</p>	<p>Does not include case studies or examples of how people will be helped as a result of your event.</p>
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17-18	16	15	14	13	12	11
100	98	95	92	88	85	80
10	9	8	7	6	5	0-4
75	70	66	62	58	54	50