

**PARSONS EDUCATIONAL FOUNDATION
MINI-GRANT PROGRAM
2019-20 APPLICATION**

The mission of the Parsons Educational Foundation is to secure and distribute resources for the purpose of preserving, maintaining, and improving public education in the Parsons Unified School District.

The Parsons Educational Foundation is providing up to \$6,000 in mini-grant funding for educators in USD 503 to be used for the 2019-20 school year. Individual mini-grant requests of \$25 and above will be considered. Mini-grants will be awarded to educators with winning applications in the fall. All applications will be reviewed and judged by a committee of Parsons Educational Foundation Board members. Any items purchased with mini-grant funds remain the property of USD 503. Educators with winning applications for the 2019-20 school year will be notified by Friday, November 1, 2019.

Questions about the program?

Parsons Educational Foundation
P.O. Box 994
Parsons, KS 67357
E-mail: pef@vikingnet.net

**Please submit completed applications to Parsons USD 503 District Office,
Attention: PEF Mini Grants, by
Monday, October 7, 2019**

Refer to the attached rubric or mini-grant guidelines for application evaluation

Applicant's Name:

School Name:

School Address:

School Phone Number:

E-mail Address:

Position:

Grade/Subject:

Number of Students Affected:

Other Project Member(s)' Name(s), if applicable:

Amount Requested:

Statement of Purpose and Rationale:

(Include a clear description of both purpose and need of the project.)

Description of Project and Activities:

Goals and Expected Outcomes:

Kansas State Standards Addressed:

Evaluation:

Budget:

If Applicable, Funds Committed from Other Sources:

Applicant's Signature _____ **Date:** _____

Other Project Member(s) Signature(s):

Principal's Signature: _____ **Date:** _____

Rubric for Parsons Educational Foundation Mini-Grant Projects

	5	3	1	Weight	Score
	Excellent Proposal	Good Proposal	Proposal is incomplete or inappropriate for funding		
Statement of Purpose and Rationale	Purpose and need for the proposal is clearly described and thoroughly documented	Proposal's purpose is stated and some evidence of need is provided	Purpose is unclear.	2	/10
Description of Project and Activities	Innovative project with plans, procedures and activities that are well defined and fully explained.	Activities and procedures are defined	Description is vague or missing	2	/10
Goals and expected outcomes	Outcomes are clearly defined, related to the described need and have high potential for positive impact on student learning or professional growth	Outcomes are enumerated and related to the stated needs	Outcomes are missing, unclear or not related to the project's purpose.	2	/10
Evaluation	Evaluation instruments and procedures are clearly described and relevant to the activities and purpose	An evaluation process is defined and applicable to the activities and purpose.	An evaluation process is not defined, appears inadequate or is unrelated to the activities and purpose.	1	/5
Presentation	Complete, professional looking proposal	Complete, neat and understandable	Disorganized, incomplete, or messy	1	/5
Budget	Budget is complete and contains all required information. Budget is cost effective and linked to activities and outcomes	Budget is complete, includes expenditures for equipment.	Budget is missing, lacks required information, or includes expenditures for <i>regular</i> classroom supplies or stipends.	1	/5

TOTAL SCORE: _____ /45 points possible