

**PARSONS EDUCATIONAL FOUNDATION  
MINI-GRANT PROGRAM  
2008-09 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 \$2,000 in mini-grant funding for educators in USD 503 to be used for the 2008-09 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 2008-09 school year will be notified by Thursday, October 23, 2008.

**Questions about the program?**

Parsons Educational Foundation

P.O. Box 994

Parsons, KS 67357

E-mail: [pef@par1.net](mailto:pef@par1.net)

**Please submit completed applications to Parsons USD 503 District Office by  
Monday, October 13, 2008**

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:**

**Project Title:**

**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

|  | <b>5</b>   | <b>3</b>   | <b>1</b>   | <b>Weight</b> | <b>Score</b> |
|--|--|--|--|---------------|--------------|
|  | <b>Excellent Proposal</b>  | <b>Good Proposal</b>   | <b>Proposal is incomplete or inappropriate for funding</b>   |               |              |
| <b>Statement of Purpose and Rationale</b>    | 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          |
| <b>Description of Project and Activities</b> | 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          |
| <b>Goals and expected outcomes</b>           | 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          |
| <b>Evaluation</b>                            | 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           |
| <b>Presentation</b>                          | Complete, professional looking proposal  | Complete, neat and understandable  | Disorganized, incomplete, or messy   | 1             | /5           |
| <b>Budget</b>                                | 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