

August, 2008

Dear PBL Certified Teaching Staff:

Thank you for your interest in the Paxton-Buckley-Loda Education Foundation's Mini-Grant Program. The Foundation is encouraging **innovative mini-grant programming** to supplement and expand learning opportunities for students in the PBL Unit School District. This year the Foundation will award up to three \$1,000 mini-grants.

Certified staff members may submit proposals for consideration of a selection committee of Foundation and community leaders. Selection criteria are based on school priorities, innovative/creative projects, interdisciplinary approach, and number of students impacted by the grant. Applicants will have the opportunity to attend the Foundation's selection committee meeting to give a 3 to 5 minutes presentation about their mini-grant.

The Foundation will award funding to the PBL School District for selected proposals. The announcement of recipients will be made in May for use in the following school year. Grants are expected to be completed within one year from the grant award date. Mini-Grant evaluation and sharing community-wide of the results will be part of the process. The Foundation would like to be notified when you are doing activities for which grant money was used so that someone from our organization can come to take photos for the newspaper.

The Foundation is proud to focus on this program to assist faculty with innovative/creative learning opportunities. Enclosed is a basic fact sheet on Mini-Grant criteria and an application form for this application cycle. An application in Microsoft Word format and also PDF format may also be downloaded from the Foundation's website at [pblfoundation.org](http://pblfoundation.org). **Proposals are due in the Superintendent's Office by March 6, 2009.**

If you have any questions please contact Superintendent Cliff McClure or your building principal.

Sincerely,

Nancy Baird, Chairman  
PBL Education Foundation Grant Committee

**The PBL Education Foundation  
Mini-Grant Program  
2008-2009**

**Purpose:** The Mission of Paxton-Buckley-Loda Education Foundation is to acquire and distribute financial and other resources that will be used for programs and projects which enhance or supplement the educational opportunities for all learners in the PBL Community Unit School District #10.

The Mini-Grant program will help achieve the Foundation's mission by directing support toward the following goals:

- To promote development for learners of all ages.
- To encourage employee innovation and creativity.
- To encourage school/community partnership.

**Timeline:**

- **Applications are due by March 6, 2009, in the Superintendent's Office**
- PBL Education Foundation Mini-Grant Selection Committee meets April 2009.  
**The staff member(s) applying for a mini-grant has the opportunity to attend the selection committee meeting to give a 3 – 5 minutes presentation about their mini-grant.**
- Grants awarded May, 2009
- Grants completed by May, 2010
- Final project evaluation due two weeks after mini-grant program/project completed
  - An evaluation form will be e-mailed to you for completion.

**Selection Criteria**

Proposal addresses the school district's priorities, as identified by the superintendent, building principals, or school improvement team(s).

**Priorities:**

- Student achievement, language arts, math, social science, science, fine arts, health/P.E
- Technology
- Professional development
- Community partnership.
- Innovative/creative projects.
- Interdisciplinary approach/number of students impacted by the grant.

**Requirements:**

A maximum of \$1,000.00 will be awarded to the PBL School District for any **one** grant proposal. *The grant funds could be used as seed money for a project/program that would be prioritized in the future school district's budget. Mini-grant money may also be used for equipment and supplies.* All materials, equipment, and purchase services awarded by the PBL Education Foundation shall be considered property of the PBL Community Unit School District #10. Applicants whose grant projects are selected will prepare a written evaluation upon completion of the project. All funded grant projects will be publicized.