

**Classroom Mini-Grant Application**  
Deadline to Apply: October 1

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

School \_\_\_\_\_ School District \_\_\_\_\_

Position \_\_\_\_\_ Grade Level \_\_\_\_\_

Subject/Course Title \_\_\_\_\_

PEN Member \_\_\_Yes \_\_\_No If yes, in what year did you join? \_\_\_\_\_

\_\_\_I understand that receipts are required and I agree to submit them to the PEN office within 30 days of receiving the purchased materials.

\_\_\_I am willing \_\_\_I am **not** willing to share the results or impact of the instructional grant on my students and/or teaching (e.g., through writing a brief article for the PEN newsletter, photo display, presentation at a conference, etc).

**Application:**

To be considered for the Instructional Grant, the following must be submitted along with this application cover sheet.

**Proposal Summary:**

Write a brief summary describing your plans for using the instructional grant. The summary should not exceed one, double-spaced page and must include a general description of the materials or equipment you wish to purchase and an explanation of how they support children's learning and/or development (e.g., will they enable you to address specific state or local standards; do they support new or developing research on teaching or learning).

**Budget:**

Attach an itemized list of materials or equipment to be purchased complete with material/equipment name, description, and costs, as well as the total shipping and handling charges.

Submit Applications to:  
Professional Educators Network of Florida  
7855 Argyle Forest Blvd., Suite 304  
Jacksonville, FL 32244

**Classroom Mini-Grant Rubric**

Criteria	1	2	3	4	5
Application completed appropriately	Directions not followed; Information is incomplete; more than 2 grammatical or spelling errors.		All directions followed; information complete; 1-2 grammatical or spelling errors		All directions followed; information complete and accurate; free of grammatical and spelling errors
PEN Membership	Non-Member				Member
Proposal	Summary is unorganized; lists materials or equipment to be purchased with grant; no reference to how the materials support student's learning and/or development; has more than 2 grammatical and/or spelling errors.		Summary is somewhat organized; appropriate in length and format; offers description of how the grant will be used with a general reference to how they support children's development and learning. Statement has 1-2 spelling and/or grammatical errors.		Summary is well organized; appropriate in format and length; clearly states how the grant will be used; includes description of materials/equipment to be purchased with specific evidence /justification (e.g., standards targeted, supporting research cited) of how they support children's learning and development; contains no spelling or grammatical errors.
Budget Summary	Budget is limited and/or figures do not total correctly.		General rather than itemized budget is included; figures and/or funds requested exceed maximum grant amount.		Budget consists of itemized list of materials and/or equipment, complete with name, description, costs, and shipping and handling fees

# Classroom Mini-Grants

In an effort to support educators with the purchasing of instructional material and equipment, Professional Educators network of Florida is offering two \$300 grants.

**Amount:** \$300 each, 2 awarded

**Eligibility:** Professional Educators

## **General Criteria:**

Recipient must submit, in addition to a letter of application, a brief summary describing their plans for using the instructional grant. The summary should be typed and should not exceed two, double-spaced pages. The summary must include a general description of the materials or equipment you wish to purchase and an explanation of how they support children's learning and/or development (e.g., will they enable you to address specific state or local standards; do they support new or developing research or learning).

Recipient must submit an itemized list of materials or equipment to be purchased complete with material/equipment name, description, and costs, as well as the total shipping and handling charges.

**Deadline:** October 1

**Application and Rubric:** [Instructional Grant Application](#)