

# Professional Development Mini Grant

## 2025-2026 APPLICATION QUESTIONS



### MINI GRANT APPLICATION

This handout provides a summary of all the questions included in the mini grant application. Each question is categorized by its type, the specific question, and the possible selections or text entry categories.

If you have any questions, please contact us at [info@oregongearup.org](mailto:info@oregongearup.org).

### DEMOGRAPHIC QUESTIONS

1. *Dropdown* | Select the GEAR UP Cluster you are associated with.
2. *Text field* | Applicant
  - a. First name
  - b. Last name
  - c. Title/position
  - d. Email
  - e. Phone
3. *Multiple choice* | Are you the building administrator?
  - a. Yes (proceed to question 5)
  - b. No (proceed to question 4)
4. *Text field* | Administrator
  - a. First name
  - b. Last name
  - c. Email
  - d. Phone
5. *Multiple choice* | Which mini grant are you applying for?
  - a. Schoolwide
  - b. Department

### PROPOSAL

6. *Short Answer* | **Problem statement** - In a short paragraph, describe the professional development need including any supporting data pertinent to your outcomes.
7. *Short Answer* | **Goals** - What are you hoping to achieve? What are your school-specific measurable outcomes?
8. *Short Answer* | **Engagement** - Who will participate/be engaged (audience)?
9. *Short Answer* | **Timeline** - What is the implementation plan (timeline of activities)?
10. *Short Answer* | **Partnerships** - Do you have any partnerships for this? If so, who are they, the criteria for selection, what is the planned collaboration, etc.?

11. *Short Answer* | If you had to capture your proposal in three to five words—like a title—what would they be?
12. *Checkbox* | Which of the following GEAR UP goals will this PD support (check all that apply):
- a. Increase the academic performance and preparation for postsecondary education for GEAR UP students
  - b. Increase the number of students who pass Algebra 1 or its equivalent by the end of ninth grade
  - c. Increase the rate of high school graduation
  - d. Increase GEAR UP students' and their families' knowledge of postsecondary education options, preparation, and financing
  - e. A majority of students will submit a completed FAFSA/ORSAA
  - f. Increase enrollment in postsecondary education for GEAR UP students
  - g. The majority of current and former GU students who enrolled in postsecondary education persist to the second year

## BUDGET PROPOSAL

13. *Short Answer* | Please provide a description of expected expenses for each budget category.
- a. Salaries/wages | Example extra duty rate for staff non-contract time and substitute costs
  - b. Benefits | Example extra duty rate for staff non-contract time and substitute costs
  - c. Travel | Per diem for meals/lodging/mileage, conference registration fees, airline tickets, etc.
  - d. Materials & supplies | Provide a detailed description of all materials and supplies along with quantities and an estimated price. Example: Teacher PD textbooks (20 @ \$20/book), classroom posters (15 @ \$5/poster)
  - e. Consultants & contracts | Provide a detailed description of the consultants and contractors along with an estimated price. Example: Mock Contractor providing PD on Absenteeism (5-hour PD, \$2,500)
14. *Text field* | Provide a budget estimate for each budget category.
- a. Salaries/wages
  - b. Benefits
  - c. Travel
  - d. Materials & supplies
  - e. Consultants & contracts
  - f. Total

## CONFIRMATION

15. *Checkbox* | Confirm - By checking this section, I confirm that either I am the administrator OR my administrator has reviewed and approved of this mini grant application.

## MINI GRANT SUBMISSION

Click 'Next' to submit mini grant proposal.

