

## PEF Grant FAQs

### **What is a PEF grant?**

PEF grants (formerly known as Best Bet grants) are intended to fund programs, events, field trips, and resources that fall outside the normal school budget. Each year, the committee seeks to fund innovative programs that will engage students and provide opportunities that might otherwise be impossible due to budget constraints. These grants are intended to advance our mission of benefiting and guiding children as they develop into successful citizens and leaders.

### **Who can apply for a PEF grant?**

Any teacher in the Peabody school district can apply for a PEF grant, and we welcome applications from teachers of all grades and subjects.

### **What types of projects typically receive grants?**

PEF grants have funded projects ranging from field trips and in-school presentations to a robotics program and a green screen studio. Lists of previously funded grants can be found on our website ([peabodyedfoundation.org](http://peabodyedfoundation.org)).

### **What types of projects are not funded?**

The PEF does not fund transportation or equipment that could be funded through the normal school budget. Grants are intended to benefit students, and so we cannot cover the cost of field trips or performances for teachers and parents. Programs that have a high cost for a small number of students or programs that have a limited impact beyond the current school year are less likely to be funded. Please see the PEF Grant Rubric for a better understanding of how the committee evaluates grant applications in the areas of innovation, educational objective, and financial impact.

### **What is the deadline for submitting a grant application?**

The deadline is usually the first Friday of November. Please check the Peabody Education Foundation's website ([peabodyedfoundation.org](http://peabodyedfoundation.org)) and/or the current grant application for this year's deadline.

### **Can I collaborate with another teacher and/or school?**

Yes, definitely. On your application, please be sure to indicate which person should be the primary point of contact for the grant. It's also helpful if you can briefly outline how this program will benefit multiple classrooms or schools. We encourage teachers to consider ways in which their grant could serve as a "pilot program" to be expanded in the future across an entire grade level or throughout an entire school.

### **What is a "vendor's taxpayer ID #" and how do I locate it?**

Taxpayer identification numbers are assigned by the IRS to track taxpayers, and are used by the IRS to identify corporations, trusts, and estates that must pay taxes. Most businesses and vendors should be able to provide their taxpayer ID if you request it.

**Can I order materials from Amazon?**

Yes, but please note that Amazon (along with several other major retailers) will not accept purchase orders. In the past, teachers who have ordered materials from Amazon have purchased their materials using their own funds and then requested reimbursement directly from the PEF. We aim to reimburse teachers within two weeks of receiving a reimbursement request and supporting documents (receipts, packing slips, etc.). Please contact [pefbestbet@gmail.com](mailto:pefbestbet@gmail.com) if a vendor will not accept a purchase order or if you plan to purchase materials directly and request reimbursement.

**The deadline is today and I haven't submitted my grant application. What should I do?**

Applications postmarked on the day of the deadline are still eligible for consideration. Please mail your application to the Best Bet Committee at PO Box 233, Peabody, MA 01960. Alternatively, you can email your grant application to [pefbestbet@gmail.com](mailto:pefbestbet@gmail.com). We encourage you to submit your grant application early in order to avoid potentially missing the deadline.

**Can I drop off my grant in person?**

No. The PEF does not have a physical office location, and we cannot guarantee that grant applications dropped off to any other location will be delivered to the committee. All applications should be mailed to the Best Bet Committee at PO Box 233, Peabody, MA 01960 or emailed to [pefbestbet@gmail.com](mailto:pefbestbet@gmail.com). Grant applications postmarked the day of the deadline will still be eligible for consideration.

**When will I find out whether or not my application has been approved?**

The grant committee meets in November to determine which grants will be funded; teachers are notified of the committee's decisions by early December. You will receive a letter informing you of the committee's decision regardless of whether or not your program has been funded. If you do not receive any notification about your application, please contact [pefbestbet@gmail.com](mailto:pefbestbet@gmail.com).

**Will you work directly with my vendor?**

You are responsible for all communications with your vendor, such as ordering materials, arranging the date of a program, rescheduling a program if cancelled for any reason, receiving an invoice or bill for materials and services provided, and forwarding the vendor's invoice to the grant committee for payment. While we're happy to assist with questions that come up, we prefer not to be put in direct contact with any vendors unless absolutely necessary.

**What should I do if my vendor will not accept a purchase order?**

Please ask your vendor to issue an invoice for the total cost of materials or for the field trip or program; please forward the invoice to [pefbestbet@gmail.com](mailto:pefbestbet@gmail.com) once you've received it. We will then issue a payment to your vendor. Please confirm via email once your materials are received.

**My vendor wants to receive payment prior to the scheduled program. Is this possible?**

Yes. Please ask the vendor to issue an invoice or program confirmation listing the costs of the program; please forward it to [pefbestbet@gmail.com](mailto:pefbestbet@gmail.com) once you've received it. We will then issue a payment to your vendor.

**My program had to be cancelled due to unforeseen circumstances. Can I reschedule it for the next school year?**

Grants are intended to be used for the school year in which they are received. If something comes up that causes the program to be rescheduled or you are unable to complete your project, please contact [pefbestbet@gmail.com](mailto:pefbestbet@gmail.com) to determine whether it is possible to use the funds elsewhere.

**My grant wasn't funded. Now what?**

Please apply again next year! Unfortunately the PEF is not able to fund all of the grant applications we receive in any given year. But this doesn't mean that we didn't like your idea or that it's not worthwhile. We encourage all teachers to reapply for a grant, even if the program was not funded previously, unless a reason for not receiving funding was explicitly stated in your letter (e.g., the program falls under the regular school budget; the application was incomplete).