

Peabody Education Foundation

Grant Application

Please complete the form and attach any supplementary information (itemized budget, etc.) as needed

Principal's name: _____ School: _____

Principal's email address: _____ Telephone: _____

Title of proposed program: _____

Target population: Grade(s)/Subject: _____ Number of students _____

Proposed start date: _____ Total amount requested _____

Vendor's name: _____

Vendor's address: _____

Vendor's taxpayer ID # (required): _____

Is this program for special needs? Yes No

Is this material reusable? Yes No

Please note that for 2020-21, all grant applications must come directly from the school principal.

Principals may submit multiple applications per school, but each school will be limited to \$2000 total in funding.

Grant applications will be accepted and reviewed on a rolling basis.

Description of Proposed Program (use additional space as needed)

Objectives & Benefits of Proposed Program (use additional space as needed)

Principal's signature _____ Date _____

APPLICATION WILL NOT BE CONSIDERED COMPLETE WITHOUT YOUR SIGNATURE

PLEASE EMAIL COMPLETED APPLICATION TO: PEFBESTBET@GMAIL.COM

Peabody Education Foundation
Grant Application Instructions
www.peabodyeducation.org

Thank you for your interest in the Peabody Education Foundation's Grant program. We are pleased to offer you and your students the opportunity to gain supplemental programs and materials and make your creative project ideas a reality.

Due to the COVID-19 pandemic, we have altered our usual grant program procedures for the 2020-2021 school year. Please read the information below carefully; if you have any questions, please email Katrina Vassallo at PEFBestBet@gmail.com.

More information on the program, along with the PEF Grant application and FAQs, can be found on our website: <http://www.peabodyeducation.org>.

Please keep the following in mind when filling out your application:

- All applications this year must come from the school's principal, though principals are welcome to collaborate with their teachers to fill out the application and implement the program.
- Principals may submit multiple applications from their school.
- Applications should be emailed to PEFBestBet@gmail.com. If you need to mail a hard copy, please send it to PEF Grant Committee, PO Box 233, Peabody, MA 01960. If you mail a hard copy, please notify Katrina Vassallo via the email address above.
- Grant funding for all schools will be capped at \$2000 total.
- Applications will be considered on a rolling basis. There is no deadline, though ideally principals will apply and use the grant money prior to the end of the current school year. Principals will likewise be notified of the committee's decisions on a rolling basis.
- Applications must be filled out completely.
- Please provide complete financial information for your projects in your application, including the total cost of your project plus any estimated shipping and handling charges.
- Please provide a detailed description of your program so that the committee can easily understand and evaluate your proposal.
- Applications are evaluated on the basis of three categories: innovation, educational objective, and financial impact. Please see the PEF Grant Rubric on our website for more information.
- Be creative! The committee welcomes new and innovative ideas and proposals.

Important information regarding the PEF grants:

- The Peabody Education Foundation generally does not fund equipment or transportation. Please do not include these costs in your application.
- Please note that the grant program is intended to fund programs for the benefit of students, not teachers or parents. Unfortunately, we cannot cover the cost of field trips or performance admission for teachers or parents.
- All PEF Grants are intended for use during the school year in which they are awarded. Please plan accordingly when applying for a grant.
- Grant funding should be applied to the program for which it was originally intended. Any changes to the original application must be reviewed and approved by the Grant Committee. Failure to notify the Committee to any changes may result in loss of funding.
- If a grant is awarded, it is the responsibility of the teacher or principal to work with vendors or performers to obtain all necessary paperwork, such as invoices and receipts, and deliver the

paperwork to the Grant Committee in a timely fashion so that the funding can be issued. While we are happy to address any questions or concerns from the teacher or principal, the Grant Committee and/or Peabody Education Foundation do not work directly with vendors or performers.

Thanks again for your interest and your support!

PEF Grant Committee
Peabody Education Foundation
PO Box 233
Peabody, MA 01960
pefbestbet@gmail.com