



PEABODY EDUCATION FOUNDATION GRANT APPLICATION 2021-2022

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

School name: _____

Teacher/Principal's name: _____

Teacher/Principal's email address: _____

Teacher/Principal's phone number: _____

Title of proposed program:

Target population: Grade(s) _____

Number of students: _____

Proposed start date: _____

Total amount requested: _____

Vendor's Name: _____

Vendor's mailing address: _____

Vendor's email address: _____

Vendor's phone number: _____

Vendor's Taxpayer ID# (**REQUIRED**): _____

Is this program for special needs? ____ YES ____ NO

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Description of Proposed Program (use additional space as needed):

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

Teacher's Signature _____ **Date** _____

Principal's Signature _____ **Date** _____

(Principal's Signature required for ALL applications, whether teacher or principal is applying)

APPLICATIONS WILL NOT BE CONSIDERED COMPLETE WITHOUT YOUR SIGNATURE.

PLEASE EMAIL COMPLETED APPLICATION TO: PEFGrantsProgram@gmail.com

Any questions? Please contact Debbie MacGregor at PEFGrantsProgram@gmail.com

Grant Application Instructions

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 resources and make your creative project ideas a reality.

There are now two opportunities for funding:

Individual Teacher Grants: Teachers are welcome to submit individual grants for their classroom with a \$1000 cap limit. Applications are currently being accepted and will continue to be accepted and reviewed on a rolling-basis until February 1, 2022. Funding is available on a first-come, first-served basis and teachers will be notified within two weeks of submitting their application if they have been approved for funding.

School-wide Grants: Principals/Department Heads are welcome to submit grants that benefit entire grades or schools with no cap limit. Applications are currently being accepted and will continue to be accepted and reviewed on a rolling-basis until February 1, 2022. Funding is available on a first-come, first-served basis and principals will be notified within two weeks of submitting their application if they have been approved for funding.

PEF Grant Application Guidelines 2021-2022

- This year, both teachers and principals/Department heads can fill out applications on behalf of their students/school.
- Applications should be emailed to PEFGrantsProgram@gmail.com
- Grant funding for teachers will be capped at \$1000.
- There is no funding cap for principals.
- Applications will be considered on a rolling basis until February 1, 2022.
- All grant money must be used by the end of the current school year.
- Applicants will be notified of the Committee's decision within two weeks of the Committee receiving the application.
- Applications must be filled out completely. Please provide complete financial information for your project 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, financial impact.
- The applications must focus on programming and resources not provided by the school budget. Transportation, field trips and equipment will not be funded. The mission of the PEF is to supplement, not supplant.
- Please note that the Grant Program is intended to fund programs for the benefit of students, not teachers or parents.

- 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 the grant is awarded, it is the responsibility of the teacher/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. The Grant Committee/PEF does not work directly with vendors or performers.