



## PEABODY EDUCATION FOUNDATION GRANT APPLICATION 2022-2023

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

School name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's email address: \_\_\_\_\_

Applicant's phone number: \_\_\_\_\_

Title of proposed program:  
\_\_\_\_\_

Program Focus (Please select one): \_\_\_\_\_ Class \_\_\_\_\_ School/Department

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

*(Continued on next page)*

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

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

**Itemized Budget (please provide a complete and detailed budget of your project, including an itemized list with prices including shipping and handling. Feel free to attach supplement information to this application):**

*(Continued on next page)*

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](mailto:PEFGrantsProgram@gmail.com)

*Any questions? Please contact Debbie MacGregor at [PEFGrantsProgram@gmail.com](mailto:PEFGrantsProgram@gmail.com)*

# Grant Application Instructions 2022-2023

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 \$1500 cap limit. Applications will be accepted starting on the first day of school - August 29, 2022 and will continue to be accepted and reviewed on a rolling-basis until February 1, 2023. Funding is available on a first-come, first-served basis and teachers will be notified within two weeks of submitting their application regarding the status of their application.

**School-wide Grants:** Principals/Department Heads are welcome to submit grants that benefit entire grades or schools with a \$10,000 cap limit. Applications will be accepted starting on the first day of school - August 29, 2022 and will continue to be accepted and reviewed on a rolling-basis until February 1, 2023. Funding is available on a first-come, first-served basis and principals will be notified within two weeks of submitting their application regarding the status of their application.

Please fill out the electronic application which you can download, complete and email to us at [PEFGrantsProgram@gmail.com](mailto:PEFGrantsProgram@gmail.com)

Any questions? Please contact Debbie MacGregor at [PEFGrantsProgram@gmail.com](mailto:PEFGrantsProgram@gmail.com)

## PEF Grant Application Guidelines

- Both teachers and principals/Department heads can fill out applications on behalf of their students/school.
- Teachers and principals are welcome to submit multiple applications.
- Applications should be emailed to [PEFGrantsProgram@gmail.com](mailto:PEFGrantsProgram@gmail.com)
- Grant funding for teachers will be capped at \$1500.
- Grant funding for principals will be capped at \$10,000.
- Applications will be considered on a rolling basis starting on the first day of school, August 29, 2022 until February 1, 2023 or until funding is no longer available.
- All grant money must be used by the end of the current school year.
- Applicants will be notified of the status of their application within two weeks of the Committee receiving the application.
- **Applications must be filled out completely and signed.**
- **Complete and detailed financial information for your project must be included in your application, including the total cost of your project plus any estimated shipping and handling charges. Applications submitted without an itemized budget will not be reviewed.**
- 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 will not be funded. The mission of the PEF is to supplement, not supplant.
- Please note that the Grants 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.