



Peabody Education Foundation PEF Grants Guidelines 2024-2025

- Teachers and principals/Department heads can fill out applications on behalf of their students/school.
- Applications should be filled out online at <https://peabodyeducation.org/programs/pef-grants/>.
- Teachers and principals are welcome to submit multiple applications.
- Teachers can apply for up to \$2500 total per year.
- Principals can apply for up to \$10,000 total per year.
- Applications will be considered on a rolling basis starting on **August 1, 2024**, until **January 31, 2025**, or until funding is no longer available.
- All grant money must be used by the end of the current school year.
- **Applications must be filled out completely.**
- 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.
- Only the 2024-2025 PEF Grants Program On-Line Application will be accepted. All other past applications will be returned to the applicant.
- Please provide a detailed description of your program so that the Committee can easily understand and evaluate your proposal.
- Please upload any additional information you want included with your application.
- Your principal must be notified by you that you are submitting an application before you check off the box on the application form. Your principal will be receiving a copy of your grant approval/rejection letter as well.
- Applications are evaluated based on innovation, educational objective, and financial impact.
- Applicants can choose from two categories in which to apply:
 - Creative Learning (Academic Based)
 - HOPE/Sense of Belonging (Mental Wellness)
- The application must focus on programming and resources not provided by the school budget. 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.
- Transportation, food and refreshments will not be funded.
- 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 Grants Committee in a timely fashion so that the funding can be issued. The PEF Grants Committee does not work directly with vendors or performers.
- If a Purchase Order is required by a vendor, teachers should request the PO from the PEF Grants Program Committee by email.

- All invoices/receipts must be submitted by email to the PEF Grants Committee within 30 days of completion of the program.
- Teachers who order materials from Amazon will need to purchase their materials using their own funds and then request reimbursement directly from the PEF. We aim to reimburse teachers quickly upon receiving a reimbursement request and supporting documents (receipts, packing slips, etc.)
- 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 Grants Committee. Failure to notify the Committee of any changes may result in loss of funding.
- When issuing statements and/or press releases describing the project via the school website, social media channels, newspapers, school newsletter, etc., the following information **MUST** be included: "This project is supported by a grant from the Peabody Education Foundation."