



Peabody Education Foundation PEF Grants FAQ's 2024-2025

What is a PEF Grant?

PEF Grants are intended to fund programs 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 or groups of teachers or principals/department heads in the Peabody, MA public school district only can apply for a PEF Grant.

What is the deadline for submitting a grant application?

Applications will be accepted on a rolling basis starting on **August 1, 2024**. Applications will be reviewed on a first come, first served basis. The final deadline for filing applications is **January 31, 2025**, based on availability of funds.

When will I hear if my application has been approved or not?

The Committee reviews the applications weekly and you will be notified within just a few weeks if your application has been approved!

Can I collaborate with another teacher and/or school?

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 are the two types of application categories the PEF Grants Committee is reviewing?

1. "Creative Learning" are applications that are innovative and creative and academic based.
2. "HOPE/Sense of Belonging" are applications that fit under the Mental Wellness Initiative. These are programs/materials/resources that address the Mental Wellness of your students.

What types of projects are not funded?

The PEF does not fund transportation, food or refreshments. Grants are intended to benefit students. 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.

Can I file more than one PEF Grant Application?

Yes, you are not limited to the number of applications you can file! Teachers can apply for up to \$2500 total per year and principals/department heads can apply for up to \$10,000 total per year.

How do I submit my Grant Application?

All applications should be filed on the PEF website: <https://peabodyedfoundation.org/programs/pef-grants/>. Please do not email or mail your application. You will be able to upload any attachments you have when you file the application online. Please ONLY use the current application on our website. We are not able to accept old/past application forms.

I have never filled out a Grant Application. Is it difficult?

No, it's very simple! Just fill out the application on the PEF website: <https://peabodyedfoundation.org/programs/pef-grants/>. Upload any additional information you would like to share with us and include it with your application. Please make sure to fill out all of the information requested. You can also check out a sample application on the same webpage above by clicking 'Sample Application'. If you have any questions, don't hesitate to contact us at PEFGrantsProgram@gmail.com

Does my principal need to know about my application?

Your principal does need to know you are submitting an application for consideration. Please make sure you notify your principal and then check the appropriate box on the application. Your principal will also be receiving a copy of your approval/rejection letter from the PEF Grants Committee.

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 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.)

What if my vendor requires a Purchase Order?

Just send us an email and we will be happy to provide you with a Purchase Order that you can send to your vendor.

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.

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; forward it to PEFGrantsProgram@gmail.com once you've received it. We will then issue a payment to your vendor.

Do you pay my vendors directly from my application?

No, you must submit your invoices to the PEF in order for a vendor to be paid. Your application is only a guideline for us to use to review your request. We will not pay the vendor without receiving the invoice directly from you as there may be unforeseen changes in costs or in case the program is cancelled.

How do I submit my receipts/invoices?

Please email them to PEFGrantsProgram@gmail.com. Do not mail them and make sure you keep a copy for yourself. All receipts/invoices should be submitted to the PEF within 30 days of the completion of your program.

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 PEFGrantsProgram@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 the following year, 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 does not meet the criteria).

Do I need to recognize the PEF when issuing a press release or publicizing?

Yes, please include the following statement: **"This project is supported by a grant from the Peabody Education Foundation"** when you are publicizing via the school website, social media channels, newspapers, school newsletter, etc.

Can I send the PEF photos of my completed program?

Absolutely! We love sharing them on our website, social media, and the press! Please email them to: PEFGrantsProgram@gmail.com