



PEF GRANT PROGRAM 2011-2012

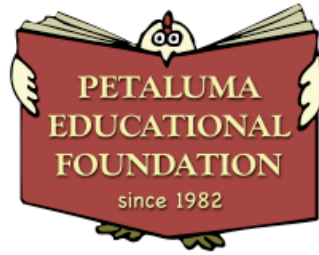
OVERVIEW Petaluma Educational Foundation administers the **PEF Grant Program** to enable teachers and school communities to bring innovative ideas to fruition. Over 1462 grants totaling more than \$1,667,171 have been awarded to teachers since 1992. The **PEF Grant Program** rewards innovation and is supportive of the school's or District's overall goals, while being in the best interests of all students affected. The **PEF Grant Program** is entirely funded by individual donations to its annual "Fund the Future" campaign.

TWO TYPES of GRANTS Beginning with the 2010-2011 school year, PEF began offering two distinct types of grants with different levels of funding.

1. **PEF Enrichment Grants:** grants of up to **\$2,000** for curriculum projects that supplement, support, and enrich the student experience, awarded in early 2011 (supplies ordered after July 1, 2011) for the 2011-12 school year and completed by May of 2012.
2. **PEF Major Impact Grants:** grants of up to **\$15,000**, with significant emphasis on innovative programs of extraordinary scope, reach or longevity, awarded in early 2011 (supplies may be ordered immediately) and completed by May of 2012. **(One application per elementary school and two applications per junior or senior high school.)**

ELIGIBILITY Teachers, groups of teachers, classified personnel, and principals in K-12 public, charter and not for profit private schools in the Petaluma Area are eligible for the **PEF Grant Program**. In addition, community groups with an established presence in the schools, students and parents may apply with teacher sponsorship. All grant applications must be approved and signed by the site principal(s).

PETALUMA EDUCATIONAL FOUNDATION
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PEF ENRICHMENT GRANT 2011 - 2012 SCHOOL YEAR

PEF ENRICHMENT GRANTS of up to **\$2,000** for curriculum projects that supplement, support, and enrich the student experience, awarded in January 2011 for the 2011-2012 school year (supplies should be ordered through your District office) and completed by May of 2012.

FOCUS AREA QUALIFICATION Grant proposals must qualify in at least one of the Focus Areas listed below.

Athletics and Nutrition

physical education, self-esteem, health and nutrition

Fine Arts

music, drama, fine arts, crafts, photography

Humanities

geography, economics, political science, history, psychology, sociology, history

Literacy/ELL

literature, creative writing, spoken language, oral traditions, ELL programs

Math & Science

algebra, geometry, trigonometry, statistics, probability, calculus, biology, chemistry, physics

Vocational Education/life skills

business ventures, workplace-classroom exchanges, career/vocational/college counseling

Jim & Apple Walker Grant up to \$1000

to further civility and teach the skills to show respect for others

Due to high demand: FrontRow Audio Products Classroom Amplification System available for special discount pricing through PEF for all Petaluma area schools. Apply for PEF Grant or pay direct for:

- a) FrontRow Pro Digital system including student handheld mic = \$1,000, with installation \$1,300
- b) FrontRow ToGo system including student handheld mic = \$755
- c) FrontRow Lasso system-for classrooms with multi-media requirements with student handheld mic = \$900

SPECIAL CONSIDERATION: Special consideration will be given to grant proposals that:

- Provide programs to bring **innovative** and/or new ideas to fruition
- Feature **interdisciplinary collaboration or collaboration** among a team of teachers or teachers and parents
- Build an appreciation of linguistic or cultural **diversity**, or accommodate diverse learning styles
- Can serve as a **model for others**, and which include opportunities for outreach
- Permanently **increase** the school's or its teacher **capacity** to deliver high quality instruction to its students

WHAT DOES A PEF ENRICHMENT GRANT FUND? Generally, the **PEF Enrichment Grant Program** funds curriculum projects that supplement, support, and enrich the student experience and...

... RARELY funds:	... does NOT fund:
<ul style="list-style-type: none"> • Fees for specialists with unique skills 	<ul style="list-style-type: none"> • Salaries or teacher release time
<ul style="list-style-type: none"> • State-level competitions and special programs 	<ul style="list-style-type: none"> • Field trip transportation or day-use entry fees
<ul style="list-style-type: none"> • Renewal grants for start-up programs that still need funding assistance 	<ul style="list-style-type: none"> • Equipment LISTS without a curriculum project or consumables such as brochures
	<ul style="list-style-type: none"> • Programs funded by the district, the state or government
	<ul style="list-style-type: none"> • On-going programs that have been integrated into the school budget

EVALUATION OF PROJECT Objectives and activities should be observable and/or measurable. This will serve as the basis for the evaluation of the success of your program.

Final reports will be required and must be submitted to PEF within 30 days of completion of the project.

Please note:

You must order your materials through your District Office – after July 1, 2011 and before the deadline of Feb. 1, 2012.



Before you begin, please review the following requirements to be considered for a PEF Grant.

- 1. All applications must be typed, well-written, and of original composition**
- 2. Provide four (4) copies of the application, stapled (no paper clips, please)**
- 3. Each copy must include the following in this required order:**
 - a. Cover Sheet**
 - b. Application**
 - c. Budget with required Cost Estimate attachments**
 - d. Principal's Form with signature**

DEADLINE:

Applications are due no later than 4:00 pm on Thursday, October 20, 2010 delivered or mailed to the PEF office at 200 Douglas Street, Petaluma.
707-778-5063

Notification will be in early 2011.

PEF Enrichment Grant Application

COVER SHEET

Attach typed Cover Sheet on top of all 4 copies of application. Please staple (no paper clips).

Grant Title (5 words or less): _____

Grant Description (25 words or less): _____

Amount Requested: \$ _____ **School Name:** _____

Number of students directly affected: _____ **Grade level(s):** _____ **% of student body:** _____

Grant Focus Area: Make one selection only. Align selection with primary focus that will be impacted by grant.

- | | |
|-------------------------------|--|
| _____ Athletics and Nutrition | _____ Fine Arts |
| _____ Literacy and ELL | _____ Math and Science |
| _____ Humanities | _____ Vocational Education and Life Skills |

Primary Contact: _____

Position/Grade: _____ Phone _____

Address: _____ City: _____ Zip: _____

Signature: _____ email: _____

PEF Enrichment Grant Program
APPLICATION

Must be of original composition, typed, not handwritten, using the following guidelines.

PROJECT PROFILE NARRATIVE

1. **Identify** the overall **goal**, describe the **need** that your project addresses, and **how** your project will address that need.
2. **Describe** how the program uniquely fits the needs of your school site.
3. **Identify** the personnel involved in the implementation of your program.
4. **Describe** expected outcomes of your project and how success will be determined.
5. **Attach** graphics, vendor brochures, research data, resumes, or other supporting material.

PEF Enrichment Grant Program
ITEMIZED BUDGET

1. AN ITEMIZED BREAKDOWN OF SPECIFIC PROJECT EXPENSES IS REQUIRED.

Equipment and material (attach detail)	
Shipping & handling	
Sales tax	
Total Program Cost	\$
Funding from Other sources	
Total Requested from PEF	\$

2. PROVIDE DOCUMENTATION FOR ESTIMATED COSTS.

Written vendor estimates, web site price printouts, etc.

Supplies are to be ordered through your District office.

Receipts must be submitted for reimbursement by PEF to your District.

Please note:

You must order your materials through your District Office – after July 1, 2011 and before the deadline of Feb. 1, 2012.

PEF Enrichment Grant Application
PRINCIPAL AUTHORIZATION
(Required)

NOTE TO SCHOOL PRINCIPAL:

It is important that you take a moment to review the objectives of this PEF Grant Application.
Please answer the following and sign to complete this application; and retain a copy for your files.

After reviewing this PEF Grant Application, I have determined the program proposed:

1. Supports the goals of our school and/or district ___ Yes ___ No
Please list goal: _____
2. Proposes an innovative and/or creative enhancement to the curriculum ___ Yes ___ No
3. Will not have full funding from school or other district sources ___ Yes ___ No

I understand that the program must be completed by May of 2012 and an Evaluation Form submitted before PEF will reimburse my District.

Principal's Name: _____

Principal's Signature: _____

Phone: _____ email: _____

SCHOOL PROFILE

Number of Students enrolled for 2010-2011: _____

Students Eligible for School Lunch Program: _____

Students in ELL Program: _____

Students in GATE Program: _____

Other: _____

PEF ENRICHMENT GRANT APPLICATION

CHECKLIST

To ensure that your application has been properly prepared and contains all information necessary for PEF's Grant Committee to review, please make sure that you have addressed these issues:

(Please include this checklist with your submitted application)

Have you completed your application according to the instructions?

*(Attachments or additional pages are acceptable; however, the cover sheet and principal's authorization **must** be filled out and submitted with your grant application.)*

Is your grant application typed and is it well organized according to the requirements on page 4 and guidelines on page 6 of this packet?

Have you provided a complete description of your project?

(Applications should include how funds will be used, how many students the project will impact, if the project can be applied to multiple classes, repeated for subsequent class years, and how the project ties in with the goals of the District.)

Does your project budget accurately reflect the anticipated expenses for your project?

(Applicants should secure official price quotes or provide materials that reflect the actual cost of supplies, equipment, etc. General price ranges and vague cost estimates are not sufficient.)

Have you researched if funds are available for your project directly through the School District?

Have you discussed your project with your school principal and secured his or her signature and approval on the Principal's Authorization?

If your application includes funds for equipment or technology, have you outlined a detailed program or project in which this equipment or technology plays an integral part? *(Applications for just equipment, supplies, furnishings, tools or technology will not be considered without an accompanying project or program)*

If your application includes funds for equipment or technology, have you obtained approval from Tech Department or Advisor?

Have you made sure that your application does not include funding requests for salaries, release time, refreshments, food & beverage services/supplies or catering services?

Have you reread the Sample Scoring Matrix to ensure you have met all scoring criteria and that your application has maximum impact?

PEF ENRICHMENT GRANT PROGRAM
SAMPLE SCORING MATRIX

GRANT # _____ SCHOOL: _____

GRANT TITLE: _____

Component	Description	Score
Completed Application	<p>10 pts. Is the grant completed, typed, well organized and in the required order?</p> <p>Does it include the Principal's Authorization Form and approval from District Tech Dept or Advisor (if needed)</p>	
Project Profile	<p>50 pts. (10 pts each) Is the goal described well?</p> <p>Is the project's need explained?</p> <p>Are there expected outcomes of the project's success?</p> <p>Are graphics/brochures/research /resumes/supporting materials attached?</p> <p>Does it identify the personnel involved in program?</p>	
Budget	<p>15 pts Itemized budget.</p> <p>15 pts. Documentation of costs. (researched price etc.)</p>	
Reader's Response	<p>Up to 10 pts. What is your personal opinion?</p> <p>How do you feel about the program overall?</p>	
Total		
Extra points for Special Consideration	<p>Maximum 15 pts. (3 pts. Each) Does the program provide innovative and or new ideas? Collaboration among a team of teachers and or parents? Can serve as a model for others? Will it have a long lasting effect on the school's capacity? Does it accommodate diverse learning styles?</p>	