



PEF GRANT PROGRAM 2009-2010

OVERVIEW Petaluma Educational Foundation administers the **PEF Grant Program** to enable teachers and school communities to bring innovative ideas to fruition. Over 1,359 grants totaling more than \$1,465,274 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 "Invest in Education" campaign.

TWO TYPES of GRANTS Beginning with the 2009-2010 school year, PEF will offer 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 2010 for the 2010-11 school year and completed by May of 2011.
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 2010 (supplies may be ordered immediately) and completed by May of 2011.

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
200 Douglas St., Petaluma, CA 94952 (707) 778-5063
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PEF ENRICHMENT GRANT

2009-2010 SCHOOL YEAR

PEF ENRICHMENT GRANTS of up to **\$2,000** for curriculum projects that supplement, support, and enrich the student experience, awarded in January 2010 for the 2010-11 school year (supplies should be ordered through your District office) and completed by May of 2011.

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

BARBARA'S BAKERY \$5,000 GARDEN GRANTS for construction of new learning gardens, improvement to existing learning gardens

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

CLOVER STORNETTA GRANTS for sustainable agriculture programs

VOCATIONAL EDUCATION/LIFE SKILLS

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

SPECIAL CONSIDERATIONS 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 various curriculum projects that supplement, support, and enrich the student experience funding and...

... MAY fund:	... 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"> • Equipment to support goals of program objectives 	<ul style="list-style-type: none"> • Equipment LISTS or consumables such as brochures without a curriculum project
<ul style="list-style-type: none"> • Renewal grants for start-up programs that still need funding assistance 	<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, 2010 and before the deadline of Feb. 15, 2011.



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 Wednesday, October 21, 2009 delivered or mailed to the PEF office at 200 Douglas Street, Petaluma. 707-778-5063

Notification will be in early 2010.

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 | _____ Barbara’s Bakery Learning Garden Construction |
| _____ Fine Arts | _____ Clover Stornetta Sustainable Agriculture |
| _____ Literacy/ELL | _____ Math & Science |
| _____ Humanities | _____ Vocational Education/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

AN ITEMIZED BREAKDOWN OF SPECIFIC PROJECT EXPENSES IS REQUIRED.

Provide documentation for estimated costs.

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

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, 2010 and before the deadline of Feb. 15, 2011.

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 2011 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 2009-2010: _____

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 Enrichment Grants 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 grant form **must** be filled out and submitted with your grant application.)*

Is your grant application typed and is it well organized?

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?

(It is recommended that applicants secure official price quotes or provide materials that reflect the actual cost of supplies, equipment, etc. General price ranges and cost vague cost estimates are discouraged.)

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 form?

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 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?

PEF ENRICHMENT GRANT PROGRAM

FINAL REPORT

Due at the completion of your project

In narrative form, please, describe how your project has supplemented, supported, and enriched the student experience.

Include anecdotal examples of the benefits of your project. Where possible, include pictures, video, and examples of student work.