



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 January 2010 for the 2010-11 school year (supplies may be ordered after July 1) 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 by January 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 Major Impact 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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Guidelines for PEF Major Impact Grants

❖ \$15,000 maximum

1. Applications and proposals must be submitted according to the instructions online at pefinfo.com or at the PEF office. Application forms must be completely filled out, typed, and well organized. (Additional pages of Grant proposal may be attached to application forms)
2. Major Impact Grant applications are limited to school personnel or not-for-profit groups with an established presence in schools.
3. Major Impact Grants must benefit students in a direct way; and should not be used for support of faculty research, faculty education (unless incidental to proposed program), or facilities improvements or repairs.
4. While Major Impact Grants should be for direct education of the students, Grants should not supplant funding usually provided by your District.
5. Major Impact Grants do not fund salaries or teacher release time, refreshments or catering, or equipment lists.
6. Funds must be for the specific purpose as stated in the application for funding, and must be expended solely as stated in the application.
7. Funds granted for equipment or technology must have accompanying program or project detailing how this equipment or technology is an integral part.
8. All technology requests must be approved by your District's Technology Department or your school's Tech Advisor prior to submitting application.
9. Major Impact Grant funds must be run through your District Business Office. Your District Office will invoice PEF with all receipts.
10. Projects funded by PEF Major Impact Grants must be completed by May 1, 2011. All purchases funded by the Foundation must be within the dates stipulated on the application for funding.
11. Periodic written reports and/or on-site evaluations for long-term projects will be required. Final reports will be required for all projects and must be submitted to PEF within 30 days of completion of project.
12. Grant recipients and respective school principals will be asked to sign an agreement form when accepting their Major Impact Grant acknowledging that these guidelines and requirements will be addressed as stipulated in this application.
13. Major Impact Grant recipients are required to attend a PEF Award Presentation to accept their grant.



PEF Major Impact Grant Application Instructions

WHEN IS THE APPLICATION DUE?

Deadline: Applications are due no later than **4:00 PM on Wednesday, October 21, 2009.**

WHAT DOES A COMPLETE APPLICATION INCLUDE?

Each application must include the following in this required order:

- a. **Cover Sheet:** complete and accurate
- b. **Proposal Narrative:** complete and detailed
- c. **Budget:** with required detailed cost estimate attachments
- d. **Principal's Agreement:** complete with narrative and signature

HOW WILL A GRANT BE CHOSEN?

Selection Process:

First Round – Paper screening by PEF Selection Committee

Second Round – Presentation of grant proposal by applicant and Principal to PEF Selection Committee

HOW DO I SUBMIT MY APPLICATION?

Deliver or mail a single copy of your application to the PEF office at 200 Douglas Street, Petaluma. 707-778-5063

PEF Major Impact Grant Application
COVER SHEET

Major Impact Grant Title (5 words or less): _____

Major Impact Grant Description (25 words or less): _____

Amount Requested _____

School(s) or District Name: _____

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

Lead Contact:

Position/Grade: _____ Phone _____

Address: _____ City: _____ Zip: _____

Signature: _____ email: _____

Alternate lead contact:

Partner Name _____

Position/Grade: _____ Phone _____

Address: _____ City: _____ Zip: _____

Signature: _____ email: _____

Other participants:

Please give Name, Position, and Email for each participant

PEF Major Impact Grant Program

APPLICATION

Must be typed, not handwritten, using the following format

PROJECT PROFILE NARRATIVE

Purpose of Grant

- 1) Identify the overall *goal*, describe the *need* that your project addresses, and *how* this project will address that need.
 - ✓ Does your project address these considerations? Please describe.
 - In what way is your project *innovative*?
 - Is your project *collaborative* among teachers, classes, schools, or Districts?
 - Does your project involve *interdisciplinary curriculum* or address *diverse learning styles*?
 - Is your project *replicable* by other classes, schools, or Districts?
 - How will your project increase your *capacity* to deliver high quality instruction to students?
- 2) Clearly outline the steps and timeline planned to achieve the project goal.

Evaluation

- 1) What are your objectives? Objectives and activities should be observable and/or measurable. This will serve as the basis for the evaluation of the success of your program.

Program Duration and Funding

- 1) Has other funding been sought for this project? Has it been funded before?
- 2) If this will be an ongoing program, please include the long-term strategies for funding this project at the end of the grant period.
- 3) Include complete and detailed description of program and equipment requested. Attach graphics, vendor brochures, research data, resumes, or other supporting material.

ITEMIZED BUDGET

An *itemized* breakdown, following the format below, 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	\$

PEF Major Impact Grant Application
PRINCIPAL AUTHORIZATION

(Required)

NOTE TO SCHOOL PRINCIPAL:

It is important that you review the objectives of this Major Impact Grant Application.

Please describe in narrative form how this project supports the goals of your school or District while increasing the capacity of your students, school, or District.

SCHOOL PRINCIPAL APPROVAL:

I agree to follow the Guidelines and meet the requirements of this PEF Major Impact Grant.

Signature of Principal _____ Date _____

Phone: _____ Email: _____

TECH ADVISOR/DEPARTMENT APPROVAL

I have read and approved the tech component of this application.

Signature _____ Date _____

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 MAJOR IMPACT GRANT APPLICATION CHECKLIST

To ensure that your application has been properly prepared and contains all information necessary for PEF's Major Impact 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 and a signature from your 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?