



## **2019-2020 School-Wide Grant Program**

### **ELIGIBILITY, GUIDELINES, AND INSTRUCTIONS**

**Applications due by 9 p.m., Friday, October 4, 2019**

#### **AMOUNT OF GRANTS:**

Grants may be awarded up to \$7,500. However, most grants will be made in the \$5,000 range. Principals should describe in their proposals how they will supplement their funding if the award is less than the amount requested.

#### **WHO IS ELIGIBLE TO APPLY:**

- The application must be submitted by a principal.
- Schools that received grants in the past are eligible to apply again. However, past grant recipients who have not completed their project or have not submitted an evaluation report are ineligible to apply again.

#### **GRANT GUIDELINES:**

- Principals may apply for a grant in one of the following categories:
  - Art
  - Music
  - College Access
  - Athletics
  - STEM
- Projects must be student centered and designed to improve student achievement.
- Proposals may request seed money for a new project or support for expanding an existing program.
- Proposals for equipment must clearly demonstrate the relationship of equipment to the proposed program.
- Projects must be completed by the end of the school year. Principals are required to submit an evaluation report upon completion of the project.
- Pasadena Educational Foundation funds cannot be used to take the place of available District funds.
- The following projects and costs are ineligible for funding:
  - Field trips and bus transportation
  - Conferences or travel
  - Student fees
  - Technology licenses (e.g., a one-year subscription to use educational software)
  - Professional development or teacher training that does not directly result in an activity with your students

## **HOW TO APPLY:**

- The application form is available on the PEF website at:  
<http://pasedfoundation.org/our-work/grants-awards/teacher-grant/>  
Applications must be completed and submitted online.
- Applications must be submitted by **Friday, October 4, 2018 at 9 p.m.** **Late applications will not be reviewed.**
- Applications submitted by the deadline will be acknowledged by email. Please contact us if you do not receive a confirmation.

## **SELECTION PROCESS AND CRITERIA:**

- PEF staff first checks all applications to ensure they are complete and meet the eligibility requirements.
- The members of the PEF Teacher Grants Committee then review all eligible applications. Each application is scored and ranked based on the following criteria:
  - I. Enhances and Improves Student Academic Achievement (80 points)**
    - Stimulates and motivates students to achieve excellence.
    - Engages students as active participants in the learning process.
    - Encourages specific improvement in students' skills and attitudes.
    - Nurtures the students' desire to learn and create.
    - Includes well-defined objectives.
  - II. Builds Capacity (10 Points)**
    - Builds capacity at school(s) where there are limited resources of the type requested.
    - Impacts multiple grade levels and a significant portion of the teachers and students in the school.
    - Contributes toward the knowledge and practice of effective instructional strategies.
    - Represents an innovative teaching strategy.
  - III. Budget: Materials or Equipment Support the Project (10 Points)**
    - Materials or equipment requested in the budget directly support the proposed activities and are relevant and appropriate.

## **AWARDS:**

- All applicants will be notified by email or school mail by Friday, November 22.
- Checks will be distributed at the Teacher Grant Reception on the evening of Tuesday, December 3 at the Altadena Town & Country Club.
- Projects may begin any time after notification of the grant award.

**Pasadena Educational Foundation**  
PUSD Education Center, Room 153  
351 South Hudson Avenue, Pasadena, CA 91101  
(626) 396-3625 | [pef@pasedfoundation.org](mailto:pef@pasedfoundation.org)  
[www.pasedfoundation.org](http://www.pasedfoundation.org)