



2019-2020 Teacher Grant Program

ELIGIBILITY, GUIDELINES, AND INSTRUCTIONS

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

AMOUNT OF GRANTS:

Individuals may apply for up to \$1,000. Groups may apply as a team for up to \$2,000.

WHO IS ELIGIBLE TO APPLY:

- Only certificated personnel employed by PUSD may apply.
- Proposals may be submitted by individual teachers, by teams of teachers, by principals, or by any other certificated district personnel serving preK-12 PUSD students.
- An applicant may be part of only one proposal, either as an individual or as part of a team.
- Teachers who received a grant in previous years are eligible to apply again. However, grant recipients who have not completed their project or have not submitted an evaluation report are ineligible to apply.
- Classified personnel are not eligible to apply. However, classified staff may be part of a team proposal, as long the lead applicant is a teacher or other certificated staff.

GRANT GUIDELINES:

- Projects must be student-centered.
- Projects must be related to the curriculum.
- Proposals may request 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. Equipment purchased through a PEF grant becomes the property PEF and not the individual teacher.
- Projects must be completed by the end of the school year. Grant recipients 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
 - Consultants (e.g., hiring artists to visit your classroom)
 - 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 approved by a principal or relevant department head.
- Applications must be submitted by **Friday, October 5, 2018 at 5 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 0 to 100 and ranked based on the following criteria:
 - I. Enhances and Improves Student Academic Achievement (80 points)**
 - Stimulates and motivates students to achieve academic 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 outcomes.
 - II. Builds Capacity (10 Points)**
 - Builds capacity at school(s) where there are limited resources of the type requested.
 - Impacts students beyond a single classroom, such as through involvement of team of teachers.
 - 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.

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