



2025-2026 Teacher Grant Program

ELIGIBILITY, GUIDELINES, AND INSTRUCTIONS

Applications due Sunday, October 5, 2025

Amount of Grants

Individuals may apply for up to \$1,000. Groups may apply as a team for up to \$2,000. *It's possible that you may receive less than the amount requested (partial award).*

Eligibility

- **All certificated personnel** (classroom teachers, TOSAs, librarians, counselors, most administrators, etc.) employed by the Pasadena Unified School District (PUSD) may apply.
 - **NEW: Permit teachers** (child development) are also welcome to apply.
 - **Principals** should instead apply for a School-Wide Grant (separate application available at pased.org/teachers).
- An applicant may be part of only one proposal. (i.e., You can't be part of multiple team proposals, or submit an individual proposal if you're also part of another team proposal.)
- Applicants who received a grant in previous years are eligible to apply again **if** they have completed their project and submitted all required reports.
- Classified personnel are not eligible to apply individually. However, classified staff may be part of a team proposal, as long as the Primary Applicant is a teacher or other certificated employee.

Grant Guidelines

- Projects must be student-centered, directly benefit students, and enhance & improve student outcomes.
- Grants can either support new projects or expand existing programs.
- Equipment funded by the grant must clearly relate to the proposed project/program, and becomes property of PEF (not the grant recipient or PUSD).
- **Technology:** Confirm any **Apps/Sites** you plan to use on [LearnPlatform](https://learnplatform.org) to make sure they are approved for school use by PUSD ITS. **Devices** purchased with this grant will not be supported by ITS, and may not be able to connect with PUSD networks and apps.
- **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.
- PEF funds cannot be used to take the place of available PUSD funds/equipment.
- The following is **not eligible for funding**:
 - Field trips, bus transportation, and student entry fees.
Field Trip Grants are available year-round. Learn more at pased.org/fieldtrips
 - Conferences or travel
 - Consultants (e.g., hiring artists to visit your classroom)

How to Apply

- Review the grantwriting tips found at pased.org/teachers.
- Proposals must be approved by principals (or PUSD department heads) before submission.
- Apply online at pased.org/teachers.
- **Submission Deadline:** Sunday, October 5, 2025. **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 email.

Selection Process and Criteria

Applications are first screened by PEF staff to ensure they are complete and meet the eligibility requirements. If there's an issue with your application, we will contact you.

A selection committee then reviews all eligible applications. Each application is scored **0 to 100** and ranked based on the following criteria:

I. Enhances and Improves Student Academic Outcomes (0-80 points)

All of the following:

- Engages students as active participants in the learning process.
- Encourages specific improvement in students' academic & social/emotional skills.
- Promotes students' desire to learn and create.
- Includes well-defined outcomes.

II. Long-Term Impact (0-10 points)

At least one of the following:

- Builds capacity with lasting equipment, supplies, and resources.
- Impacts students beyond a single classroom, such as through involvement of a team of teachers.
- Contributes toward the knowledge and practice of effective instructional strategies.
- Introduces an innovative teaching strategy.

III. Relevant Budget (0-10 Points)

- Budget is relevant, is appropriate, and directly supports the proposal.

Based on available funding, only the highest-scoring proposals will be funded.

Final Decisions

- All applicants will be notified by email no later than Friday before Thanksgiving break.
- Projects may begin any time after notification of the grant award.

Questions?

For more information, please contact us at pefteachergrants@pased.org or (626) 396-3625.

Pasadena Educational Foundation

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