Princeton Education Foundation
Grant Application

The Princeton Education Foundation (PEF) is a district-wide organization whose purpose is to fund grants to enrich learning experiences for the students of the Princeton City Schools. Funding priorities are outlined below, along with an explanation of grant application procedures.

The goal of the PEF is to fund initiatives that support and enhance, but do not duplicate or substitute for, the educational programs of the Princeton City School District. Grants will be approved in the following categories:

- Out of classroom experiences (such as field trips)
- Participation by many students (such as a whole class or grade level)
- Fosters links between classroom and parents or community involvement

General application instructions

1. Grant applications may be submitted by any staff member of the Princeton City School District, and the application must be approved by the building principal prior to submission to PEF to ensure alignment to the educational goals of each school.
2. Each elementary school and Innovation Center may receive a maximum amount of $2,000 annually, and the middle and high schools may receive a maximum amount of $4,000 annually. This maximum annual amount can be split between several applications in an individual school, if so desired. Again, all grant applications must be pre-approved by the head building principal.
3. PEF meets on a monthly basis, so please leave enough time between our meetings and your need for the funding.   At a minimum, applications should be submitted **30 days in advance** of when the funding is required.
4. All grant applications must be received before **March 31** of each school year to ensure enough time to review, approve, and delivery payment for the grant. Applications received after March 31 will be considered and processed for the following school year.
5. Avoid too much educational jargon and provide complete but succinct explanations sufficient to explain your proposal to a layperson.
6. The Princeton Education Foundation reserves the right to deny an application for any reason they believe does not comply with the mission or purpose of these grant funds, or if the application duplicates programs that the Princeton City School District already funds.
7. Grant payments will be issued to the school unless otherwise requested in this application Invoices or receipts should be provided to PEF at the end of the grant and any unused funds returned to PEF.
8. PEF will not consider grants for reimbursement or projects that have already been purchased, started or completed.
9. If you are requesting funds for hardware or software, approval from the District Technology Department must be obtained before review of the grant. Please give the Technology Department at least two weeks to review your request prior to the application due date. Approval from the Technology Department should be communicated to us in an e-mail from their district e-mail address to: **info@princetoneducationfoundation.org**
10. Questions can be directed to the PEF Grant Committee at: **info@princetoneducationfoundation.org**

Submission format:

1. Complete the application template provided, legibly and clearly.   At a minimum, applications should be submitted 30 days in advance.
2. All applications must be signed by the applicant *and* your head building principal.
3. Please print, sign, scan and send completed document as an e-mail attachment to: **info@princetoneducationfoundation.org**

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Brief Descriptive Project Title: _____

Name of Applicant: _____

Work e-mail: _____ @vikingmail.org

Position: _____   **Work Phone:** _____

Amount Requested: $ _____   *Make sure to include transportation costs, shipping, etc.*

   To whom should the check be made: _____

   Mailing address for check (if other than the school): _____

Building & Grade Level(s): _____

Please provide a detailed description of your project/request making sure to include the following points:

1. **How many students will this grant benefit immediately?**
2. **Which students will be participating? Be specific and tell how many.**
3. **Why is this project needed?**
4. **When will the project begin and end?**
5. **How and when will this project be evaluated for effectiveness?**

Attach supporting information, quotes, flyers, etc.

Add detailed description here.

Detailed description continued....

_____

Applicant Signature   Date

_____

Building Principal's Signature   Date