



PORTLAND EDUCATION FOUNDATION

**PEF TEACHER GRANTS PROGRAM
GRANT APPLICATION GUIDELINES and TIPS**

Portland Education Foundation's Teacher Grants Program grants up to \$1000 per applicant in support of investments that encourage academic innovation, creativity, and excellence. PEF grant funds can be used for materials, visiting experts, or other resources that will directly impact students in any subject area.

ITEMS NEEDED FOR APPLICATION

- Applicant's basic contact information
- Project Name and Description
- Curriculum Connection
- Budget Detail
- Activities and Anticipated Impacts and Outcomes
- Collaborator Information (if applicable)

GUIDELINES AND TIPS FOR SUCCESSFUL APPLICATIONS

1. Only Portland Public Schools personnel working in classrooms or schools may apply. Applicants must be actively engaged in proposed project.
2. Funds may be used for materials, visiting experts, or other resources that will directly impact students' educational experience, in any subject area.
3. State clearly what is to be done, and why it is important to your teaching program and the students you serve.
4. Funds may not be used for food/parties, or to pay teachers/applicants for any form of professional development.

5. Your budget should be clearly itemized, detailing all expenses and revenues.
6. Provide any details about how your project may be extended to help other classes, or will be sustained in future years.
7. Applicant must be capable of carrying out project compliant with the grant application, and reporting outcomes in a timely fashion.
8. Applications seeking funding for transportation costs alone will be considered secondary to applications requesting transportation costs as part of a broader project/field trip.
9. Applications seeking funding for before/after school programs will be considered secondary.
10. Technology purchased with PEF grant funding becomes property of Portland Public Schools.
11. Collaboration is encouraged.
12. One application per teacher, per cycle.
13. Grant funds awarded are intended to benefit students in the current school year, and be spent as soon as possible.
14. Any past awardee who has not submitted a Grant Final Report is ineligible to apply for a PEF Teacher Grant. (Contact us at grants@pefmaine.org with any questions/concerns.)