



FOUNDATION FOR PORTLAND PUBLIC SCHOOLS

Fall 2023 Grants Requirements & Guidance

Please Read ALL Before Beginning Your Grant Application

FPPS encourages Equity and Innovation Grants applicants to consider proposals seeking funding to support or engage students that align with the Equity pillar of the [Portland Promise](#). *However, the premise of these grants has always been that PPS staff know their students' needs best. Therefore, we will consider all proposals that support staff-led projects or innovations which enhance learning experiences for students in Portland Public Schools in response to the Portland Promise.* The program recognizes, rewards, and supports staff work to inspire students and improve learning outcomes. We also encourage applicants to consider proposals that partner with community organizations (such as Maine Audubon, Rippleffect, Blunt Youth Radio, Portland Ovarions, Telling Room, etc.).

- This year, Equity & Innovation Grants (formerly known as PEF Teacher Grants) award up to \$1,250 per application. Please only request up to \$1,250 in any one grant application. If there is a large number of applicants, many grants will likely be partially funded.
- Most applicants are eligible to receive up to \$1,250 total from FPPS during the Fall 2023 grant cycle. The exception to this is staff members who work at / serve more than one school. Applicants who work in multiple schools are eligible to receive up to \$1250 for each school.
- Multiple applications seeking support for one project with a larger scope will be considered. Each application up to \$1,250 must contain the same proposal name, and different lead applicants must submit each application. All involved parties must be listed as co-applicants, even if they are a lead applicant on another application with the same project name.
- All PPS employees are eligible to apply (not just teachers).
- Grant applications must align with and aim to advance one or more of the pillars of the [Portland Promise](#): Achievement, Equity, Whole Student, and/or People.
- Grants must be for work/programming/supplies that directly benefit students.
- Funds may be used for materials, books, visiting experts, or other resources directly impacting students' educational experience in any subject area. Funding in support of before or after school programming will be considered.

- All grant recipients are *required* to submit a final grant report. If you received a fall grant in a previous year, please make sure you have filed a completed final report *before* submitting another application. [Link to final report form](#)
- Funds may not be used for food/parties, paying teachers/applicants for their time, or professional development.
- Grant budget must be complete with both expenses and revenues clearly spelled out and equal to each other.
- All recipients of an FPPS grant agree to the following:
 - Provide photos, video, stories, and/or other documentation showing students engaged in the grant project that the Foundation for Portland Public Schools can share.
 - These photos are used to share the impact of the grant program in newsletters, social media, and/or fundraising efforts.
 - We are seeking photos of students engaged in learning (smiling, focusing on their work, collaborating, using the materials, etc.). *We do not need images of books or materials without students in them.*
 - All images of students require signed media consent forms that are on file with the school.
 - Willingness to present or share information about the grant project at the Foundation’s annual fundraising event for this program.

Grant Budget Example:

Revenue requested from FPPS in support of proposal: \$804.50

Description of Expense	Amount
20 Bouncy Bands for Chairs - \$15.00 each	\$300.00
5 Rocker Chairs - \$25.00 each	\$125.00
3 Mini Top Cushions - \$44.00 each	\$132.00
4 Footballs - \$21.95 each	\$87.50
8 Wiggle Seats for Sensory Kids \$20 each	\$160.00
TOTAL	\$804.50