



Teacher Grant Application

2021-2022 School Year | Deadline: Monday, March 7, 2022

The Peoria Education Foundation is pleased to announce its grant process for the 2021-22 school year. The Peoria Education Foundation serves to provide classroom grants for teachers and scholarships for students in the Peoria Unified School District. Grant awards range from \$500-\$2,500.

Project Qualifications

- Grant applications may be submitted for any of the following categories:
 - Arts Education
 - Character Counts
 - Health and Wellness
 - Literacy
 - Math or Science
 - Professional Development
 - Resources for Arizona's College & Career Readiness Standards
 - Service Learning
 - Special Needs
 - Technology | Hardware or Software
- Applicants may submit only one (1) application per year.
- A grant project will not be approved for concurrent years, but is eligible for funding after a one-year lapse in funding.
- Schools are not limited in the number of teachers or administrators who submit applications each year.
- The project can provide seed money to start a new program or support for the continuation of an existing program.
- Projects may be co-funded by other sources.
- The project must contain an itemized budget of projected expenditures. Requests for food, furniture, substitute salaries, t-shirts or promotional materials (trinkets, swag, etc.) will not be accepted. The budget must include the shipping and taxes.

Arts, Curriculum & Technology Grants

- Arts grants must first be approved by the Director for Arts Education, [Robert Panzer](#), via email.
- If your request includes professional development or the purchase of instructional materials and resources that are **not** on the approved supplemental list, it should be pre-approved by the Executive Director of Curriculum & Instruction, [Marla Hobbs](#), via email.
- If your request falls within the technology category, it should be pre-approved by the Director for Educational Services and Training, [Andrew Mendivil](#), via email.
- Applicants are required to send an email to the appropriate person as soon as possible with the following:
 1. Include details if the project is for teacher use or student use.
 2. The specific item(s) that will be purchased.
 3. Specifically, how the items will be used.
- Once your project is approved via email, you must print the email and attach it to application.

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Grant Cover Sheet

Project Title:		Number of teachers involved:	
Project Director(s): <i>The project director should be the individual with primary responsibility for executing the project.</i>			
Project Director(s) Title:			
School(s):		Email(s):	Phone:
Grade Level:		Dollar Amount Requested:	
Project Start Date:		Project End Date:	

Project Category

Check one (1) box that best fits your project:

<input type="checkbox"/>	Arts Festival Funding for Fine Arts Teachers
<input type="checkbox"/>	Character Counts
<input type="checkbox"/>	Health and Wellness
<input type="checkbox"/>	Literacy
<input type="checkbox"/>	Math or Science
<input type="checkbox"/>	Professional Development
<input type="checkbox"/>	Resources for Arizona's College & Career Readiness Standards
<input type="checkbox"/>	Service Learning
<input type="checkbox"/>	Special Needs
<input type="checkbox"/>	Technology Hardware
<input type="checkbox"/>	Technology Software

Grant Application

All Application must be typed.

1. Is this project to fulfill a basic need or is it enriching, innovative or unique? Be as specific as possible.				
2. How many students will be impacted? Please explain below.			Number of Students	
3. Will the impact extend beyond the grant funding year? Please explain below.			Yes	No
4. In addition to the above, please provide a one-paragraph summary of your project. Note: Educators who are awarded grants will be invited to the Grants Reception in the spring. The summary will be used to share brief information with the audience about grants that are awarded.				
5. How is the project aligned to Peoria Unified/state curriculum standards?				
6. How will your project be evaluated and measured for success? Be as specific as possible.				
7. What other funding sources will support this project? For example, list any other Peoria Unified School District monies, PTSA, businesses, etc. Also include in-kind donations, money or volunteers for the project.				
8. How much money are you requesting from the Foundation? (Grants range from \$500-\$2,500)				
9. Attach completed Budget Sheet (page 5 of the application)				
10. Has this request been previously funded?			Yes	No
11. If you answered "yes", what year and what was the amount of the grant award?				
12. If you have received funds previously for this project, clearly describe the reasons why your project should be considered for additional funding.				
13. For Arts, Curriculum or Technology grants, attach the email with the electronic approval received from the administrator as specified.				

Grant Specifics

- Grant awards range from \$500-\$2,500
- Deadline to submit applications is 4 p.m. on Monday, March 7. Late applications will not be accepted. Incomplete applications will be disqualified.
- Only one (1) copy is needed of your complete application, which includes the following:
 1. Cover sheet
 2. Budget sheet,
 3. Email approval (if arts, curriculum or technology related)
 4. Letter of support for your project from your principal or supervisor
- Applications are assigned to members of the Grants Review Committee. Careful consideration is given to each proposal.
- The recommended grants are approved by the Peoria Education Foundation Board of Directors.
- The same grant will not be approved for concurrent years, but is eligible for funding after year one.
- Funding will be distributed in Aug. 2022 for projects to be used in the 2022-23 school year. Items can only be purchased from an approved vendor.
- Each grant recipient is responsible for completing a grant conditions form, a written evaluation of the grant project and a final accounting of all grant funds that are spent.
- Do not staple your application – use paper clips only.
- Applications can be submitted two (2) ways but must be received by Public Relations no later than 4 p.m. on Monday, March 7:
 1. Hand-delivered to the front desk receptionist at the District Office – 6330 W. Thunderbird Road, Glendale.
 2. Emailed with all attachments and requirements to pusdpr@pusd11.net. Multiple emails with portions of the grant will not be accepted.

Application Checklist

Applicant must initial next to each item below

	One (1) Complete Grant Cover Sheet (may be handwritten)		
	Budget Form (may be handwritten)		
	One (1) paragraph summary of your project (See question 4 in the grant application)		
	One (1) copy of the typed, completed application packet		
	One (1) letter of recommendation from your supervisor, school principal or K-12 Administrator		
	If request is for technology, one (1) email is included indicating approval from the Director of Educational Services & Technology.		N/A
	If request is for professional development, one (1) email is included indicating approval from the Executive Director of Curriculum & Instruction.		N/A
	If request is for an Arts grant, one (1) email is included indicating approval from the district's Director of Arts Education.		N/A

Budget Sheet

Expenses

Expense Type	Details	Cost
Supplies, materials, and/or equipment: (Please list or attach supplemental sheets with specific costs):		
Rental of equipment:		
Resource personnel/professional service honorarium:		
Name: (attach brief resume)		
Transportation:		
Other: (Space rental, printed materials, trip expenses, etc.)		
Taxes & shipping:		
TOTAL EXPENSES (A)		

Revenue

Expense Type	Details	Cost
Earned income (Admissions, ticket sales, etc.)		
In-kind or other support:		
TOTAL REVENUE (B)		

Amount Requested

Expenses (A)	
Revenue (B)	
Grant Amount Requested (C)	

To determine this amount, subtract the revenue from the expenses (A-B=C)

For questions, please contact pusdpr@pusd11.net or call 623-486-6100.