



## GRANT APPLICATION GUIDELINES

1. Classroom grants for the 2010 -11 school year will be awarded for a maximum of \$500. Proposals may be submitted in all curricular areas.
2. A limited number of Special Category Grants will be considered for collaborative projects that involve multiple schools within a single district or schools in multiple PEP districts. The budget for these grants may be greater than \$500 but not exceed \$1,500. Superintendent approval is required for these applications.
3. All districts should actively support and encourage staff participation. All staff members are eligible. Grant Application forms can be found at: <http://www.thepepfoundation.org/>.
4. An application deadline of April 23, 2010, must be strictly adhered to.
5. The staff member's principal, department chair, or supervisor shall sign the completed application to indicate the district's awareness of the project.
6. A committee appointed by the PEP Foundation will review applications. The committee will make their recommendations to the PEP Board of Trustees. Decisions of the PEP Foundation will be final.
7. Proposals that incorporate matching funds or community resources will be looked upon favorably.
8. Expenses or stipends for teacher's salary for planning time or training are not eligible for reimbursement.
9. Other significant criteria to be used by the committee judging the proposals are:
  - A. Value to the PEP Foundation districts;
  - B. Originality;
  - C. Number of students impacted;
  - D. Soundness of educational principles;
  - E. Creativity.
10. Preference will be given to projects that are likely to benefit students directly.
11. Grants are for innovative, replicable projects, not for the purpose of equipment/material purchase only. Materials or equipment should be items necessary for the project itself. In most cases, food items are not fundable.
12. Applicants may be asked for an interview in order to gain clarity on the proposal submitted.
13. Projects must be completed by May 21, 2011.
14. Staff members must submit a summary report about their project in electronic form to be used on the PEP website. A format for the report will be provided. Supplemental digital photographs or scanned images of student work are encouraged.
15. Recipient(s) of awards must be willing to have their name used in publicity information supplied by PEP. Recipients must also be willing to provide photographs and information about their projects to help publicize the Grant Program and the work of the PEP Foundation.
16. Successful applicants will be required to sign an agreement stating:
  - A. If the grant is copyrighted by the individual, PEP school districts will continue to be able to use the project at no charge;
  - B. PEP school districts retain the right to alter the project or idea; and
  - C. PEP will be held harmless in the event of any legal action arising from the project.
17. When multiple teachers are involved in the grant, **one teacher should be identified as the team Coordinator**. The Coordinator will be responsible for disseminating information between PEP and the other team members. The Coordinator's school, home address, phone number and email address should be used to complete the application form.
18. Grant recipients will be asked to attend a meeting in their districts to receive their awards.
19. Questions should be directed to Carlyn Bromann, PEP Foundation Services Coordinator, 630-942-8605 or [pep\\_foundation@glenbard.org](mailto:pep_foundation@glenbard.org).