**THE PELHAM EDUCATION FOUNDATION**

**GRANT APPLICATION FORM 2025-2026**

**Please check one of the options below:**

□ This is a **Major Grant Application** (For grants > $5,000)

□ This is a **Mini Grant Application** (For grants of $1,000 to $5,000)

□ This is a **Micro Grant Application** (For grants up to $1,000)

**Is this a new grant request or a repeat grant request? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*District Pre-approval process:*

*All projects require both the building principal and the director associated with the subject matter to be listed as sponsors.*

*Projects intended primarily to benefit students with special needs, also require the signature of Traci Holtz as a sponsor.*

*Projects in the area of technology also require the signature of John Sebalos as an administrative sponsor.*

*By listing the aforementioned sponsors, you will indicate that you have received their approval of your project.*

*All grant requests must be reviewed by Claire Comerford before being sent to the PEF*

**Applicant(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Estimated Cost of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Amount Requested of the PEF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person (Name and E-mail Address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Building Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Sponsors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **PROJECT DESCRIPTION.** Please provide a brief description of your project.
2. **PROJECT OBJECTIVES:**
   1. **What is to be accomplished through the proposed project**? *(for example: the impact on the curriculum, support of New York State Learning Standards and/or the district’s strategic plan, the impact on student achievement or professional development).*
   2. **Project beneficiaries:** *How many students, in which grades, and at which school(s)? Will the project benefit students in one year or multiple years? Please specify the reach (for example: across or within all elementary schools, specific departments or student populations, etc,)*
3. **PROJECT BUDGET.** 
   1. Itemized costs (*attach vendor quotes/invoices including teacher stipends if applicable)*
   2. Other Funding**.** *(sources and amounts)*

*Have you also requested funding from the District, other local non-profits, etc.? Please detail below:*

| **Source of Request** | **Amount Requested** | **Amount Received** | **Notes** |
| --- | --- | --- | --- |
| District\* |  |  |  |
|  |  |  |  |

\*please indicate if funding has been requested but is unavailable from District

1. **PROJECT TIMETABLE.** When will the project start (or when will you require funding) and when do you expect the project to be completed?
2. **PROJECT ASSESSMENT.** *The PEF requires a project evaluation following the completion date of the project. Evaluations may include a written survey, an interview by a PEF board member, a brief presentation at a PEF board meeting, or other forms appropriate to your project.*
   1. Describe desired outcome of your project and when such outcomes may be assessed
   2. What are the plans for project continuation and/or ongoing implementation (item maintenance, program expansion/renewal, etc.)

**The Pelham Education Foundation thanks you for taking the time to develop and submit a grant proposal.**

**The Project Development Committee of the PEF will review your application and make a recommendation to the board of directors at an upcoming board meeting.**

**In order to facilitate distribution of this grant to committee and board members, the committee requires that all applications be submitted in Microsoft Word by email to:**

**Heena Jain (**[heena781@gmail.com](mailto:heena781@gmail.com)**)**

**Pilar Bartlett (**pilar.s.bartlett[@gmail.com](mailto:sarah.baumgardner@gmail.com)**)**

**Please CC: Claire Comerford (**[ccomerford@pelhamschools.org](mailto:ccomerford@pelhamschools.org)**)**

**Thank you, and good luck!**