



PENNSBURY EDUCATION FOUNDATION **FUNDING APPLICATION**



The Pennsbury Education Foundation is a 501(c)(3) organization that relies on donations and supports the purpose of improving teaching and learning in Pennsbury through innovative educational initiatives. **It is important to keep this mission in mind when completing the application.**

Applications must be submitted by a Pennsbury employee on behalf of his/her students.

Please note: the PEF does not typically fund installations, transportation, field trips, professional development, personnel or training costs, and technology not supported by the School District. If necessary, a facilities approval letter should be included. PEF reserves the right to reject, cancel and request a refund in the event the PEF deems the funding inappropriate.

Submitted by (Name/Position or Title):	
Email:	Phone Extension:
School:	Subject/Grade Level:
CRITERIA FOR FUNDING REQUESTS THROUGH THE PENNSBURY EDUCATION FOUNDATION: <ul style="list-style-type: none">• Be innovative• Benefit many students• Adhere to curriculum guidelines (requires coordinator's signature)• Be self-sustaining	
Title of Proposal:	
<input type="checkbox"/> Equipment <input type="checkbox"/> Program <input type="checkbox"/> Experience	
Description (Please provide a brief overview, in 50 words or less): 	
Funding amount requested from PEF:	\$ _____
Funding received from other sources:	\$ _____
TOTAL PROJECT COST:	\$ _____

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1. Be innovative.

Is this a new initiative for your school? YES NO

What makes this initiative innovative/unique? _____

2. Benefit many students.

How many students will benefit from this program? _____

What grade level(s)? _____ Subject area(s)? _____

How will the students benefit? _____

3. Adhere to curriculum guidelines.

Why is this project important to Pennsbury students? _____

Does this program/purchase comply with curriculum guidelines? YES NO

Has prior approval been received by the Curriculum Coordinator? YES NO

4. Be self-sustaining.

Has this program been funded by a PEF grant within the past 2 years? YES NO

Is the amount requested the total amount needed to run this program? YES NO

If no, what is the minimum amount needed? _____

Can the program run if the PEF does not fund the total amount requested? YES NO

Have you pursued other funding sources? YES NO

If yes, how much and from where? _____

5. What is the anticipated timetable for this project/program?

Start date: _____ End date: _____ Payment deadline(s): _____

6. Attach another page with a more complete description of the request, a detailed cost breakdown, and financial resources. Partial funding may be available, so please explain sources of other funds available to complete the project.

All approved requests require a finalized receipt or purchase order as well as subsequent follow up to the Pennsbury Education Foundation as to the outcome of the project. This may include submitting periodic updates, providing photographs/video/written information of the implementation of the program as described in your application.

Pennsbury Education Foundation reviews applications twice each year. Deadlines for submission are **November 1st** and **March 10th**. Please submit your application to:

Pennsbury Education Foundation - Attn: Julie Block, Business Administrator's Office

Please visit **www.pennsbury.org** and select the Foundations button on the left side of the home page to learn more about the Pennsbury Education Foundation.

Curriculum Coordinator/Lead Teacher Approval (Signature & Date):

Principal Approval (Signature & Date):