



# 2011-12 PEF Teacher Grant Program

**APPLICATIONS ARE DUE  
NOVEMBER 28, 2011, by 5 p.m.**

The purpose of the Pasadena Educational Foundation (PEF) Teacher Grant Program is to encourage the development of educational activities to improve and enhance student achievement. The 2011-12 Teacher Grant Program will offer two types of grants:

- 1) Classroom Grants
- 2) Teacher Technology Awards

*As this year's Teacher Grant Program is significantly different from previous years, please read guidelines below carefully before starting your application.*

## **TYPES OF GRANTS, ELIGIBILITY & HOW TO APPLY**

For the 2011-12 school year, the Pasadena Educational Foundation will offer two different types of teacher grants with the goal of developing educational activities to improve and enhance student achievement.

- **Classroom Grants** will provide funds for non-technology projects.
- **Teacher Technology Awards** will provide a limited amount of technology equipment and relevant instructional technology training as described below.

Both types of grant projects must be student centered, related to the curriculum, and must demonstrate how they will directly benefit students and enhance and improve student achievement.

**Eligibility:** For 2011-12, all certificated personnel in the PUSD are eligible to apply. Proposals may be submitted by an individual teacher, teams of teachers, or certificated district personnel serving preK-12 students in PUSD. Proposals for innovative projects submitted by a team of teachers, however, will receive additional points. Any teacher who previously received a PEF grant but has not turned in an evaluation is ineligible to apply. A teacher may only submit one type of proposal (Classroom Grant or Teacher Technology Award) either as an individual or as part of a group.

**Proposal format and requirements:** Application forms are available on the PEF website at: <http://www.pasedfoundation.org>. Please submit original with your signature (and that of all applicants) and that of your principal or department head and two (2) copies. Please do not fax or send electronically. If sending via school mail, please verify that we received it.

**Deadline:** All proposals must be submitted by 5:00 pm, **Monday, November 28, 2011**, to:  
Pasadena Educational Foundation  
351 S. Hudson Ave., Room 214  
Pasadena, CA 91101

## I. Classroom Grants

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Classroom Grants will be awarded to eligible teachers in amounts up to \$1,000 for projects that directly benefit students but do not involve the purchase of technology. Proposals may be submitted by individual teachers, teams of teachers, or certificated district personnel serving preK-12 students in PUSD.

Classroom Grant Project guidelines are:

- Projects should be student centered, related to the curriculum, and must demonstrate how they will directly benefit students and enhance and improve student achievement.
- Proposals may request seed money or support for expanding an existing program.
- Funding will not be awarded to the same teacher and/or school for the same program in consecutive years.
- Pasadena Educational Foundation funds cannot be used to take the place of available District funds.
- Grant recipients are required to submit an evaluation report upon completion of the activity or project. Individuals or groups who do not fulfill this requirement are ineligible for future grants.

## II. Teacher Technology Awards

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For 2011-12, PEF is partnering with Technology, Assessment and Accountability of the PUSD to offer a limited number of pilot grants to support technology equipment for teachers in order to better ensure that this *“technology is integrated with instruction so that it best supports our students’ academic achievement and becomes a tool for lifelong learning.”* (PUSD Technology Plan, 2011-14) Teacher Technology Awards therefore have three components: 1) equipment; 2) professional development for instructional technology; and 3) evaluation and sharing of best practices.

### 1) Equipment

Teachers may select one of three types of technology “packages:”

1. A laptop (Mac or PC) paired with a projector.
2. A laptop and a qwizdom system and a projector (see [www.qwizdom.com](http://www.qwizdom.com))
3. A laptop and a document camera and a projector

Applicants describe how they plan to creatively and innovatively use this equipment to enhance and improve student achievement. Teacher Technology Award Projects should be student centered, related to the curriculum, and must demonstrate how they will use the technology requested to directly benefit students and support learning. If awarded, teacher(s) will receive their selected technology package and will work with the PUSD ITS Department to ensure its appropriate installation, security and maintenance.

**Note: Equipment awarded is the property of the PUSD and not the individual teacher.**

### 2) Professional Development

Applicants commit to participating in professional development to effectively integrate the use of their selected equipment package into their instruction. Teachers will be provided more information on specific topics and schedule when awards are made.

### 3) Evaluation and Best Practice Sharing

Awardees will be asked to complete an evaluation form at the end of the project (by June 30, 2012) and will be asked to participate in opportunities to share what they have learned with their colleagues.

## **SELECTION PROCESS**

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Each applicant must submit a proposal following the guidelines outlined and using the application forms for 2011-12. Selection will be based on the criteria described below. All grant proposals are screened for basic requirements and reviewed by the PEF Grants Committee. Proposals recommended for funding are presented to the PEF Board of Directors at their December meeting.

Proposals that are not funded may be resubmitted for consideration in a future year. Samples of previously funded proposals are available for review in the PEF office (Room 214, Education Center).

## **SELECTION CRITERIA**

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### **I. Enhances and Improves Student Academic Achievement (80 points)**

- Stimulates and motivates students to achieve academic excellence.
- Engages students as active participants in the learning process.
- Encourages specific improvement in students' skills and attitudes.
- Nurtures the students' desire to learn and create.
- Includes well-defined objectives.
- Supports District Academic Performance Standards

### **II. Innovation, Replication and Dissemination (10 Points)**

- Adapts easily for use by other teachers and/or schools.
- Builds capacity at school(s) where there is limited technology or resources of the type requested.
- Contributes toward the knowledge and practice of effective instructional strategies.
- Is innovative in its use of technology to achieve goals (for Technology Awards only).

### **III. Materials or Equipment Support the Project (10 Points)**

- Materials or equipment directly support the proposed activities and are relevant and appropriate.
- Establishes a base for future educational activities that will not require ongoing financial support.

### **PROPOSAL CHECKLIST**

Use the application forms as attached, which are also available on [www.pasedfoundation.org](http://www.pasedfoundation.org)

\_\_\_ Cover Sheet (proposals must be dated and signed by all applicants and their supervisor/principal)

\_\_\_ Proposal Narrative, including:

1. Project Description
  - a) Student needs and need for requested funds or equipment
  - b) Proposed activities
  - c) Relationship to curriculum
  - d) Why project is innovative
  - e) Sustainability
2. Evaluation Plan.

\_\_\_ Budget

**Submit Original and TWO (2) COMPLETE COPIES (3 TOTAL)**

**by Monday, November 28, 2011, 5 p.m. to:**

**PASADENA EDUCATIONAL FOUNDATION (PEF)**

**PUSD EDUCATION CENTER, ROOM 214**

**351 South Hudson Avenue, Pasadena, CA 91101**

**(626) 396-3600 x88350 EMAIL: [pef@pasedfoundation.org](mailto:pef@pasedfoundation.org)**

**WEBSITE: [www.pasedfoundation.org](http://www.pasedfoundation.org)**