



## THE PELHAM EDUCATION FOUNDATION

### 2025-2026 GRANT APPLICATION FORM

#### **Requirements:**

The Pelham Education Foundation (PEF) is pleased to invite teachers and administrators to apply for grants that support educational projects, programs and materials beyond the scope of the annual school budget.

Our grant program is designed to encourage and recognize faculty initiative by funding creative and innovative projects that enrich the standard curriculum and directly enhance educational opportunities for Pelham students.

Applicants are strongly encouraged to review the [Criteria for Evaluation of Grant Proposals](#) to ensure their submissions aligns with the PEF's guidelines and priorities.

*\*All requests must be **submitted to Dr. Claire Comerford** for district pre-approval prior to being sent to the PEF for review.*

This pre-approval process requires that both the building principal and the director responsible for the subject matter be listed as sponsors. **We can help direct you to the correct sponsor.** For example: Projects primarily benefiting students with special needs must also require the signature of Traci Holtz as a sponsor.

Projects involving technology or requiring special electrical or facilities work must also require the signature of John Sebalos and/or Jim Hricay/John Condon, respectively, as administrative sponsors.

By listing these sponsors, you confirm that the necessary approvals for your request have been obtained.

Grant #: \_\_\_\_\_



## 2025-2026 GRANT APPLICATION FORM

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

**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?** \_\_\_\_\_

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

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

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

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

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

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

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

**Grant #:** \_\_\_\_\_



I. **PROJECT DESCRIPTION.** Please provide a brief description of your project.

II. **PROJECT OBJECTIVES:**

a. **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).*

a. **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.)*

II. **PROJECT BUDGET.**

a. Itemized costs (**attach vendor quotes/invoices** including teacher stipends if applicable)

b. 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

III. **PROJECT TIMETABLE.** When will the project start (or when will you require funding) and when do you expect the project to be completed?

Grant #: \_\_\_\_\_



IV. **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.*

- a. Describe desired outcome of your project and when such outcomes may be assessed
- b. What are the plans for project continuation and/or ongoing implementation (item maintenance, program expansion/renewal, etc.)

V. **SUBMISSION.**

- a. Please submit your completed grant application to **Dr. Claire Comerford** ([ccomerford@pelhamschools.org](mailto:ccomerford@pelhamschools.org)) and CC: **Joyce Tortorello** ([jtortorello@pelhamschools.org](mailto:jtortorello@pelhamschools.org)), **Heena Jain** ([heena781@gmail.com](mailto:heena781@gmail.com)) and **Pilar Bartlett** ([pilar.s.bartlett@gmail.com](mailto:pilar.s.bartlett@gmail.com)).

*The Pelham Education Foundation extends its sincere appreciation for the time and effort you have dedicated to developing and submitting your grant proposal.*

*Your application will be carefully reviewed by the Project Development Committee, after which it will be presented to the Board of Directors for consideration and a vote at an upcoming meeting.*

*If you have any questions, please reach out to us:*

**VP Project Development: Pilar Bartlett** ([pilar.s.bartlett@gmail.com](mailto:pilar.s.bartlett@gmail.com))

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

**THANK YOU!**

Grant #: \_\_\_\_\_