



**TIPS (To Increase Potential Success):**

**Port Angeles Education Foundation (PAEF) School & Teacher grant application**

1. **Application Format:** The grant application is available as a Word document online at <https://www.pa-ef.org/grants>.
2. **Application Deadline:** Make sure to submit your application by the due date, which is October 5, 2023.
3. **Title and Summary:** Craft a clear and concise title (maximum 16 words) and summary (maximum 60 words) that effectively define your project. These elements are crucial for communicating with both the district and the public.
4. **Budget Alignment:** Ensure that the amount requested on page 1 matches the amount specified in Budget Request section question 3.
5. **Support Documentation:** Highlight support from various sources such as parents, the PTO, local businesses, and in-kind contributions in Budget Request question 2. This demonstrates a collaborative community effort.
6. **Signature and Submission:** Sign your completed application and deliver it to your building Principal. The Principal will then sign and submit it to the District office for the Superintendent's signature.
7. **Notification:** Expect notification in late October to the email address provided in your application.
8. **Funds Disbursement:** Grants will be delivered to the district office in early November. Follow district policies for accessing funding.
9. **Utilization Deadline:** Be aware that all funds must be spent by June 30.
10. **Reporting:** Reports on your project's progress and outcomes are due to PAEF by June 30. Find the report form on the PAEF website: <https://www.pa-ef.org/grants>.
11. **Showcase Your Project:** PAEF appreciates thank you notes, photos, storyboards, and other materials about your project that can be shared online or at events.

**Contact Information:** For any questions or clarifications, contact AdminDirector@PA-EF.org.

We appreciate your support of public school students!