



How to Apply for a PDF Grant

Complete the online application. Once submitted, it will automatically be placed in the PDF Drive. You will receive a confirmation email.	PDF Application (apply online) Summer Writing Application Passion Project Guidelines Approved Passion Project Submission Link
If subs are needed, apply to your site staff development committee for funding for subs. . Each person is only allowed 5 professional development days per district guidelines.	
Submit your online application no later than 7:30 the morning of the PDF committee meeting. PDF will not approve past experiences or retroactively pay for experiences. You may only apply to PDF twice a year. This does NOT take summer writing into account.	2025-26 PDF Committee Meetings: • 9-25-25 (Thurs.) • No October Meeting • 11-4-25 (Tues.) • 12-2-25 (Tues.) • 1-21-26 (Wed.) • 2-18-26 (Wed.) • 3-27-26 (Fri.) • 4-27-26 (Mon.) • 5-28-26 (Thurs.)
If your application is approved and you need finance to directly pay for any part of the experience, submit a check request form along with your completed registration form. If your experience is approved and you plan to pay and then get reimbursed, fill out an employee expense form and attach it to your original receipts. Send forms to Jennie Berglund at OGMS.	Link to All Forms A-Z can be found HERE • Employee Expense Form • Mileage reimbursement form • Check Request Form
If your application for a writing project was approved and you are requesting payment for the hours you worked, fill out a Timesheet Send entire teams timesheets together to Jennie Berglund at OGMS. Current hourly rate as of July 1, 2025 \$39.29	ALL SUMMER WRITING TIMESHEETS NEEDS TO BE DATED/DONE AFTER JULY 1, 2025 • Timesheet • EXAMPLE Timesheet-Amend hourly rate to \$39.29

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