



Grant Application Guidelines 2026/27

Foundation grants are awarded to projects within the PSD that

- support curriculum enrichment and supplemental learning experiences, and/or other projects necessary and timely for the benefit of students.
- result in direct benefits to a wide range of students, with emphasis on activities that reach large groups of students, including an entire school or school district's grade level.
- demonstrate support of student growth goals and/or state standards.

The Foundation does not fund requests for capital projects (e.g. equipment, construction), items that are normally provided by the district (e.g. furniture, technology, supplies, etc.) or activities that are not directly tied to the benefit of students.

The Foundation facilitates two grant types.

	1. Collaborative Activity	2. Classroom/Program Activity
Description	Activities that will reach all students within a school, or all students within a grade-level. These grants are district-wide, building -wide, or grade-level wide.	Activities that will reach a classroom, club, or special interest group.
Due Date	Oct. 1 and Feb. 1	Oct. 1 and Feb. 1
Who can apply/ Process	Initiated by administrator or proxy. Submit completed application form by the grant due date.	Initiated by classroom teacher or other PSD employee. Submit completed application form by the grant due date.
Average award amt.	\$3,000	\$500 to \$3,000
Notes	Reimbursement grant. Business Office will need receipts.	Reimbursement grant. Business Office will need receipts.

APPLICATION TIPS

- *Ensure application aligns to the EFP purpose and goals.
- *Answer grant questions thoroughly and provide an accurate and thorough budget. Include quotes and other funding sources if possible!
- *Double-check transportation expenses with your administrator; specifically, factor in state reimbursement for all-class field trips.
- *Submit at least six weeks before your proposed activity to ensure time for review and approval.

REVIEW & NOTIFICATION

Applicants may be contacted for request clarifications and follow-up information. The Foundation Board makes all final decisions on awards at their October and February board meetings. The EFP Grants Committee will contact you by phone or e-mail to notify you as to whether or not your grant was funded.

REPORTING REQUIREMENTS

Grant recipients will be required to

- Complete the [Evaluation Form](#) upon project completion, and no later than **June 15** of the award year.
The evaluation form must be submitted to
 - Education Foundation of Pendleton, EducationFoundationofPendleton@gmail.com
 - Emily Cary, Faculty Representative, ecary@pendletonsd.org
 - Austin Zaugg, District Grants Administrator, auzaugg@pendletonsd.org
- Provide photos &/or students quotes. Thank you cards are encouraged, but not required.
- Acknowledge *Education Foundation of Pendleton* as a supporter in parent newsletters or other publicity.

We look forward to receiving your application.

Visit us at <https://www.educationfoundationofpendleton.org>