PEF Grants to Schools and Classrooms 2025-2026 APPLICATION

DEADLINE FOR COMPLETE SUBMISSION: June 1, 2025

**DESCRIPTION**

The **PEF Grants to Schools & Classrooms Program** will fund the material supplies for innovative, sustainable projects, which engage students in hands-on learning, fulfill one or more requirements of the LBPSB Strategic Plan, and which are not funded through the MELS parameters.

Decisions regarding the awards will be rendered by the PEF Board of Directors when funding is secured, at which time the applicant and school/center administrator will be advised of the procedure to follow in receiving your requested merchandise. Applicants will have an answer of project approval by October 1st, 2025.

**IMPORTANT**

**Grant funding does not cover** field trips, facilitators/performers, supplies already purchased, capital improvements to the building, or most consumable or one-use items.

**INSTRUCTIONS**

Please follow the instructions

1. Complete all sections of the PEF Grants to Schools and Classrooms application

File name protocol: YYMMDD\_PEFGrant\_(SchoolName)\_App

1. Complete a cost budget including a list of equipment/materials, prices, tax, shipping (supplier quotes are appreciated)

File name protocol: YYMMDD\_PEFGrant\_(SchoolName)\_Budget

1. Obtain minutes or draft minutes (PDF) of governing board resolution showing approval for proposal
2. Send all documents by email to pef@lbpsb.qc.ca, copying your approving administrator)
3. Within 2 weeks following submission, submit a scanned copy of the signatures and validations (see last page)

NOTE: The attached evaluation form must be submitted to PEF following completion of your project. Projects should not last longer than 10 months from receiving approval. in order for the school to be considered for funding in subsequent years.

Email the completed application by **June 1, 2025,** to **pef@lbpsb.qc.ca**

If you need any information, please contact the PEF office well before the deadline to avoid disappointment & delays.

514-422-3000 ext 37000, pef@lbpsb.qc.ca

**PROJECT DETAILS**

|  |  |
| --- | --- |
| Name of school/center |  |
| Name of project |  |
| Indicate which LBPSB Strategic Plan requirement is met (see attached) Note: It can be more than one. i.e. A2, B8 |  |
| To which educational field does this project apply? |  |
| Which grade does this impact? Kindergarten-11 & adult education |  |
| Number of students impacted |  |
| Number of student classes impacted |  |

**PROJECT DESCRIPTION**

|  |  |
| --- | --- |
| Project description: |  |
| Anticipated project outcomes: |  |
| How will the project be sustained? What equipment / supplies will be available for future students? |  |
| How will the value of the project to the students’ success and to LBPSB Strategic Plan be evaluated?  |  |

**CONTACT / APPROVING PERSONS**

|  |  |
| --- | --- |
| Name of Project Contact Person: |  |
| Title / Role |  |
| Email |  |
| Phone |  |
| Name of Approving Administrator: |  |
| Title / Role |  |
| Email |  |
| Phone |  |

**BUDGET**

|  |  |
| --- | --- |
| Total cost of project, $ |  |
| Amount of funding from other sources, $ |  |
| Please specify the sources of other funding |  |
| Amount requested from PEF, $ |  |

**SIGNATURES & VALIDATION**

**Signatures should be received within 2 weeks of submission. Please send a scanned version.**

|  |  |
| --- | --- |
| **Governing Board Chair** |  |
| Name |  |
| Signature |  |
|  |  |
| **School Principal** |  |
| Name |  |
| Signature |  |
|  |  |
| **Staff Council Chair** |  |
| Name |  |
| Signature |  |
|  |  |