



PORT TOWNSEND EDUCATION FOUNDATION

PO Box 1867, Port Townsend, WA 98368

www.pteducationfoundation.org

The mission of the Port Townsend Education Foundation is to engage the community in raising funds for public education that support and enhance academic achievement in the Port Townsend School District.

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June 19, 2017

Dear PTSD Staff Member,

Thank you for your interest in applying for a grant from the Port Townsend Education Foundation (PTEF). Our organization's mission is to provide financial support for academic enrichment among students in Port Townsend's Public Schools. We are now accepting grant applications for the 2017-2018 academic year.

We are very pleased to announce the release of \$50,000 for this year's grant cycle. Any PTSD employee may apply for these funds. There is no limit on the amount of money that may be requested or the number of grant applications an employee may submit -- each application will be reviewed individually based upon criteria described within the application packet.

PTEF offers two types of grants. We continue to offer our standard grant. As a reminder, we now have a micro-grant application available for grants up to \$750.

The application deadline is Friday, September 29, 2017.

The process for application submission is as follows:

1. Submit application and any supporting documentation online to: grants.ptef@gmail.com (***please note the new email address***)
2. Submit (1) paper copy of the application with all required signatures to your building office or the district office.

PTEF-funded projects should be consistent with district priorities plus Washington State standards. A project may support an individual classroom, a grade level, an entire school, or the whole district. These grants are not intended to duplicate or replace core curriculum, but rather to provide opportunities that our students might otherwise miss. We encourage applications that seek co-funding with other granting agencies such as Rotary, PTSA, Maritime Center, Gates Foundation, etc.

Sincerely,

Holley Carlson

President

Port Townsend Education Foundation

Port Townsend Education Foundation is a 501(c)(3) organization, Tax ID #77-0679738