# 2025-26 SEEF Grant Application Overview

*To give you an idea of how easy our grant proposal process is, we've listed the application questions below. The actual application is submitted via a Google Form.*

The Shakopee Educational Endowment Foundation (SEEF) invites district staff to apply for grant funding for new and innovative curricular projects. Your vision and creativity are vital to SEEF's success, and by working together, we can help all learners reach their full potential. Preference is given to grant requests that are new to the district, have unique and innovative components, and serve a significant number of students.

Get started by reviewing the Grant Guidelines & Criteria and ensure your ideas meet the requirements. See the website at Apply for a Grant for links to other helpful grant application resources: Grant Program FAQs & Tips, Grant Review Scoring Rubric, previously supported grants lists, and a Sample Completed Grant Application.

We recommend uploading and completing the **required** Project Budget Form before starting your application; this will simplify the process. Once complete, upload your form in Section 4 below.

**Grant Proposal Approvals**

Before completing this application, you must discuss the proposal with your principal or supervisor. Obtain their approval to verify that funding for the project is unavailable from school or district budgets, and confirm that it aligns with the site or program's mission. Proposals for technology-based projects must receive approval from the Director of Instructional Technology before applying to ensure the school district supports the requested equipment or software. Allow extra time for these approvals before the application deadlines.

If you have additional supporting documents or information after applying, please email them to ShakopeeEdFoundation@gmail.com. We look forward to reviewing your proposals and supporting your efforts along with the excellence consistently highlighted by the Shakopee School District.

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**Grant Application Data** (Section 2 of 5)

• Project Title (<u>brief</u> title to help us quickly identify your project)

• Applicant (lead staff contact)

• Applicant Position/Title

• Grade/Department

• School Principal or Program Supervisor

• Contact Email

• Contact Phone #

• School/Program (Check <u>all schools</u> the project will serve.)

• List all teachers/staff/grade levels who will benefit from this project.

• If you are an itinerant staff member, indicate the building where you would like us to send any documents.

• Is your grant proposal technology-based, meaning would any part of your project interact with the building's network, hardware, or software?

• If you received a grant award in the last grant cycle, did you complete the SEEF Grant Final Report form?

• Anticipated Project Start Date

**Grant Proposal Details** (Section 3 of 5)

Describe your grant proposal by answering the following questions in as much detail as possible. The underlined items below represent evaluative criteria in our scoring rubric. Include a detailed *Summary Statement*, fully answer application questions, proofread for errors, and upload a comprehensive budget file as part of the Professional Presentation evaluative criteria.

- Project Title

- Provide a *Summary Statement* of two to three paragraphs to describe your proposal, including 1) purpose or objective, 2) rationale, 3) target learners, and 4) expected outcomes. Your statement may be used in SEEF promotional communications.

- Innovative & Fundamentally Different: Describe how your project will introduce new, creative, or innovative educational methods, materials, and/or technology to promote unique learning opportunities for students.

- Educational Goal: State your project's goal(s), outline a concrete implementation plan, and describe intended learning outcomes.

- Student Impact: Part 1) How many students will be affected by the project in its initial year? Specify if this will affect a grade, subject, or program. Part 2) Based on the population identified in the proposal, describe how the number of students served is cost-efficient and sustainable for future groups of students.

- Evaluation Plan: Describe how you will evaluate and report the project's impact and effectiveness and the methods you will use in assessing the achievement of learning outcomes.

- In what ways will you promote the project to parents, district staff, and the community and acknowledge SEEF as a funding source?

**Budget Narrative** (Section 4 of 5)

Grants are awarded up to $2500. See the Grant Guidelines & Criteria for items we will NOT fund. Complete the Project Budget Form detailing all proposed project costs and upload the file as part of the application form. Include materials, equipment, supplies, shipping, etc. Show specific costs, not estimates. We recommend completing the budget form before filling out the application.

- Total Project Cost

- Amount Requested from SEEF

- List any external sources of funding for your project

- Would partial project funding allow you to implement the project?

- If the project is intended to be ongoing, how will you support it when the grant funding ends?

- Complete the required Project Budget Form if you have not already done so. Save your form. Select "Add File" below to upload your budget form to Google.

**Grant Proposal Approvals and Agreement** (Section 5 of 5)

By submitting this application, I confirm that I have met the requirements of the SEEF policies and guidelines and agree to the following conditions and terms (check all that apply).

❑ My principal or supervisor reviewed and approved this proposal.

❑ The Director of Instructional Technology approved this project (technology-based projects only).

❑ If my project receives funding, I agree to implement the project as described and complete and submit the Grant Final Report form. The information I provide in my application and final report may be used in school district and SEEF communications.

**SUBMIT APPLICATION**