



# Shakopee Educational Endowment Foundation 2026-27 Grant Guidelines & Criteria

We appreciate your interest in applying for a SEEF grant. We rely on unique proposals from district staff to enhance learning opportunities for students. Please visit the [“Grants”](#) section of the SEEF website to access helpful application resources: Grant Application Overview, Project Budget Form, Grant Review Scoring Rubric, Tips for a Successful Grant Application, FAQs, sample completed applications, and lists of past grant awards to see what we typically fund.

## Grant Guidelines

1. The Shakopee Educational Endowment Foundation (SEEF) invites all school district staff and students collaborating with a teacher to apply for grant funding for new and innovative projects.
2. Grant proposals must align with the Foundation’s mission: “To preserve and enhance the quality of education in the Shakopee School District by funding projects that provide innovative learning opportunities for students.”
3. Individuals may submit one request each grant cycle, plus they may participate in one group proposal, provided they do not identify as the lead applicant for both proposals.
4. Grant awards range from \$100 to \$2,500. Requests exceeding \$2,500 may be considered if the proposal is new to the district, includes unique and innovative components, and serves a substantial number of students. For larger requests, you must first discuss your concept with a Foundation board member before applying and allow additional time for review.
5. Your principal or supervisor must approve your grant application.
6. Technology-based projects require approval from the Director of Instructional Technology and must be submitted at least one week before the application deadline. If your project includes equipment that interacts with the building network, hardware, or software, it is classified as a tech-based project.
7. Complete the required “Project Budget Form” detailing actual (not estimated) project costs and upload it with your application. We recommend completing the form before starting the application.
8. Grantees are required to submit a “SEEF Grant Final Report” form no later than one week after the last day of the school year. Failure to submit the report will affect future grant eligibility.
9. Submit photos, videos, and evaluation results to SEEF promptly. Ensure that student photos comply with the school district’s Media Opt-Out Policy. SEEF reserves the right to use any submitted materials in promotional communications.
10. Acknowledge SEEF as a funding source when promoting the project in communications and presentations. If you post project pictures or information on a personal Facebook page, please tag the Shakopee Educational Endowment Foundation Facebook page.
11. Materials and equipment purchased with grant funds become the property of your school or the district, not the grant recipient.
12. Grantees must use the funds within 12 months of the award date; any remaining balance will be returned to the Foundation.

## 2026-27 Grant Program Calendar

Sept. 22, 2026	Application deadline for technology-based grant proposals
Sept. 29, 2026	Application deadline for all other grant proposals
By Nov. 3, 2026	Grant awards announced

## Grant Evaluation Criteria

The following criteria are assigned a numerical weight ranging from 1 to 3 points. Ensure your application responses clearly show how your proposal meets each criterion's requirements.

- 1. Innovative & Fundamentally Different:** Introduces new, creative, and innovative educational methods, materials, and/or technology to promote unique learning experiences for students. Innovation is clear and compelling. (Weight: 3 points)
- 2. Educational Objectives:** States attainable and measurable objectives for the project and outlines concrete implementation plans and intended learning outcomes. (Weight: 2 points)
- 3. Student Impact: (2 parts)** 1) Provides facts on student impact. 2) Based on the population identified in the proposal, the number of students served is cost-efficient and sustainable for future groups of students. (Weight: 2 points)
- 4. Evaluation Plan:** Includes a project evaluation plan, reporting plan, and methods for assessing the achievement of learning outcomes. (Weight: 2 points)
- 5. Professional Presentation & Budget:** The error-free Summary Statement provides a clear, concise (Maximum 1,000 characters), and well-structured description that outlines the overall project and reflects a final product for use in SEEF's promotional materials. The budget is reasonable, detailed, and complete. (Weight: 1 point)

### We are likely to fund projects that:

- Propose initiatives new to the district that have unique and innovative components and serve a substantial number of students.
- Incorporate collaboration across classrooms, grade levels, academic departments, or the district.
- Require one-time start-up support rather than ongoing funding.
- Present a clear plan to evaluate outcomes.

### We are not likely to fund projects that:

To maximize our impact, we must limit funding for certain expenses and project types.

- Continue existing or repeat previously funded programs with little innovation or significant changes.
- Request technology devices that are already part of the district's long-term funding plan.
- Propose events that occur outside of classroom time.
- Request stipends for individuals or groups (though artists-in-residence programs are permitted).
- Seek items that the district could provide through the regular budget process.
- Involve consumables discarded after one use unless they are essential to the overall project.

### We will not fund projects for:

- Transportation for students or staff.
- Childcare, food, beverages, prizes, and incentives.
- Outdoor storage structures, standard classroom furniture (tables & seating), or furnishings (rugs & pillows).
- Classroom amplification equipment.
- Professional development and substitute teachers.
- Projects exceeding the \$2,500 limit without a prior request for special consideration.
- Projects requiring ongoing funding from SEEF.

### Need help or advice? We are here for you!

If you have questions before completing the application, please reach out early to allow time for review.

- SEEF Board of Directors, [ShakopeeEdFoundation@gmail.com](mailto:ShakopeeEdFoundation@gmail.com).
- Paulette Rislund, 952-564-7689, [mprislund@comcast.net](mailto:mprislund@comcast.net).
- Kathy Busch, 952-451-2513, [kathypbusch@comcast.net](mailto:kathypbusch@comcast.net).