



2026-27 SEEF Grant Application Overview

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

The Shakopee Educational Endowment Foundation (SEEF) invites all district staff and students collaborating with a teacher 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 substantial number of students.

Getting Started

Review the "[Grant Guidelines & Criteria](#)" and ensure your ideas meet the requirements. View the [Grants section](#) of the SEEF website for helpful application resources, including: Tips for a Successful Grant Application, Grant Program FAQs, Grant Review Scoring Rubric, sample completed applications, and lists of previous grant awards.

To simplify the application process, we recommend completing the **required** "[Project Budget Form](#)" before starting the application. As you begin your application, sign in to your Google account to allow the upload of the budget form in Section 4 below.

After you complete the application, you will receive a confirmation email. If you have additional supporting documents or information after applying, please email them to ShakopeeEdFoundation@gmail.com.

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. Technology-based projects require approval from the Director of Instructional Technology and must be submitted at least one week before the application deadline. Allow extra time for these approvals before the deadlines.

We look forward to reviewing your proposals and supporting your efforts.

Grant Application Data (Section 2 of 5)

- Project Title (brief title to help us quickly identify your project)
- Applicant (lead staff contact)
- Position/Title
- Grade/Department
- Email
- Phone Number
- School Principal or Program Supervisor
- School (If your project impacts students in multiple schools, check the schools the project serves.)
- 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
- In what ways will you promote the project to parents, district staff, and the community and acknowledge SEEF as a funding source?

Grant Proposal Details (Section 3 of 5)

Describe your grant proposal by answering the following questions in detail. Please avoid using repetitive language in your responses. The bold text below highlights the five core evaluative criteria in the SEEF scoring rubric. Ensure your responses clearly explain how your proposal meets each criterion's requirements.

- Project Title (brief title to help us quickly identify your project)
- **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 Objectives:** State attainable and measurable objectives for your project. 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 your evaluation plan and how you will report the project's impact and effectiveness. What methods will you use in assessing your measurable objectives and the achievement of learning outcomes?
- **Professional Presentation:** Write a clear, well-structured, and error-free Summary Statement that outlines your overall project. Your description is limited to a maximum of 1,000 characters, including punctuation and spaces, and should reflect a final product for use in SEEF's promotional materials.

Budget (Section 4 of 5)

Grants are awarded up to \$2,500 (See grant guidelines regarding larger requests). Review the list of items we will not fund. Use the Project Budget Form to itemize all proposed project costs for materials, equipment, shipping, etc., and provide actual costs rather than estimates. Everything in your budget must be reasonable and justified by the work you propose. Upload your Project Budget Form below.

- 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?
- Project Budget Form: 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.
- Additional Document (not required): If you have another document you feel would be pertinent to your application, please upload it in the second file upload.

Grant Proposal Approvals and Agreement (Section 5 of 5)

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

- My principal or supervisor reviewed & approved this proposal.
- The Director of Instructional Technology reviewed & 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