



Shakopee Educational Endowment Foundation Grant Program FAQs

What is the SEEF Teacher Grant Program?

Each year, Shakopee Public Schools staff submit requests for enrichment projects that 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 our students." These grants bring creative ideas to life and enhance student learning across all schools and curriculum areas.

Who is eligible to apply?

Any teacher, administrator, staff member, or student collaborating with a teacher can apply. You may submit one request per grant cycle, plus participate in one group proposal, provided you do not identify as the lead applicant for both proposals.

How do I apply?

- Review the Grant Guidelines & Criteria to ensure your idea complies with Foundation requirements and discuss your idea with your supervisor.
- Note application deadlines and allow extra time for revisions and supervisor approvals.
- 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.
- Submit the grant application Google Form with your Project Budget Form file and agree to the submission requirements.

Are there certain types of expenses the Foundation will NOT consider for funding?

SEEF has limited funding for each grant cycle, and we prioritize projects that make a substantial impact on student learning. Funds cannot be used for transportation, childcare, food or beverages, prizes and incentives, outdoor storage structures, standard classroom furniture (tables & seating), or furnishings (rugs & pillows), and classroom amplification equipment. Grant funds are not available for professional development or substitute teachers. Projects exceeding \$2,500 without prior approval or requiring ongoing SEEF funding are not eligible.

Do you have any specific advice or tips for grant applicants?

SEEF has funded many projects using plastic totes over the years. If your project requires bins, please check with your school's administration to see if any totes are available before including them in your budget.

Who can I contact to vet my idea or ask questions?

We are here to help. If you have questions or want to discuss your project idea before completing the application, reach out early to allow time for review.

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

How does the grant evaluation process work?

Board members evaluate grant proposals individually using the Foundation’s Grant Review Scoring Rubric to help them maintain consistency and minimize personal bias, while also providing valuable references for all parties involved. Reviewers look for alignment with the SEEF mission, uniqueness, and innovation. After individual reviews, the full board convenes to discuss rankings based on rubric scores, evaluate the merits of each proposal, and ensure all requirements are met. If we have questions during this process, we may reach out to you or your supervisor.

When are decisions on grant awards announced?

Applicants will be notified via email by the first week of November.

If my project is approved, how do I claim grant funding?

Approved grantees receive a confirmation letter and a personalized Grant Claim Form. Your building administrative assistant receives a copy of your claim form and will support you in processing your grant.

Can I promote my grant project on Facebook?

Yes, please tag the Shakopee Educational Endowment Foundation to help promote your project and our mission. If your photos include students, make sure the students do not have a Media Opt-Out form on file.

What happens to the materials and equipment purchased with SEEF funds?

Purchased items become district or school property. Whenever practical, use the SEEF-provided labels (shown below) to identify grant materials. Labels are 1” x 2 5/8” and are available from your SEEF-assigned grant liaison.

