



Shakopee Educational Endowment Foundation

Tips for a Successful Grant Application

- **Review Resources:** Visit the “Grants” section of the SEEF website to access helpful application resources: Grant Guidelines & Criteria, Grant Application Overview, Project Budget Form, Grant Review Scoring Rubric, FAQs, sample completed applications, and lists of past grant awards to see what we typically fund.
- **Scoring:** Review the five core evaluative criteria outlined in the grant guidelines. Reviewers use a weighted rubric (1 to 3 points) to maintain consistency and stay objective. We also look for creativity, innovation, and alignment with our mission.
- **Key Questions:** In the Grant Proposal Details section of the application (section 3 of 5), focus on the bold text - these highlight our five core evaluative criteria. Ensure your responses clearly explain how your proposal meets each criterion's requirements.
- **Plan Ahead:** Some application questions require more thought and lengthier answers. For longer responses, try drafting them in a separate document first. The "Grant Application Overview" document can help you prepare.
- **Summary Statement:** Write a clear, well-structured, and error-free Summary Statement outlining the overall project. Keep the statement under 1,000 characters, including punctuation and spaces. Make it clear and polished for SEEF’s promotional materials.
- **Student Impact:** We prioritize projects that have a clear and meaningful impact on student learning. Show us how students benefit now, and how the project might have a lasting impact.
- **Write Clearly:** Use accessible language, avoid jargon, and define any acronyms so all reviewers can easily understand your vision.
- **Review:** Proofread carefully and consider having a colleague look it over for a fresh perspective.
- **Respond to Inquiries:** If we contact you with follow-up questions, please reply promptly.
- **Contact Us:** We are here to help! Reach out early if you have questions or need advice, to allow time for additional review.