Shakopee Educational Endowment Foundation
Grant Agreement

The Shakopee Educational Endowment Foundation is pleased to award you a grant for the 2026-27 school year. This grant agreement outlines the obligations and expectations of the Foundation and the grant recipient ("Grantee"). By accepting this award, you agree to comply with the following terms and conditions.

1. **Grant Funds:** Grant funds must be used within 12 months of the award date. Any remaining balance after that period will be returned to the Foundation. The Grantee agrees to use grant funds exclusively for the purposes described in the approved grant application and Project Budget Form. To request a change in how the funds will be used, the Grantee must submit a written request to the Foundation. Approval of any such requests is at the Foundation's discretion.
2. **Grant Final Report:** The Grantee must submit the Grant Final Report form provided by SEEF. The report should be submitted once the project is complete and no later than one week after the last day of the current school year. Failure to submit the required report will affect the Grantee's eligibility for future grant awards.
3. **Project Evaluation Information:** To help SEEF assess the project's impact and effectiveness, the Grantee is requested to submit data collected and analyzed to evaluate project outcomes. Upload the information with the Grant Final Report or email it to ShakopeeEdFoundation@gmail.com.
4. **Acknowledgment:** The Grantee agrees to acknowledge the Foundation as a funding source in all media posts, promotional materials, and other public communications related to the project. Grantees are encouraged to use the Foundation's logo and the acknowledgment language specified by SEEF.
5. **Social Media:** When promoting the project on social media, the Grantee agrees to tag SEEF's Facebook page. This helps to promote both the grant project and the Foundation's work.
6. **Photographs:** The Grantee must promptly submit digital photographs of students participating in the project. Photos may be emailed or uploaded with the Final Grant Report.
7. **Media Opt-Out Compliance:** The Grantee must ensure that student photos submitted to SEEF comply with the Shakopee School District's Media Opt-Out Policy. When submitting photos, please include confirmation that SEEF has permission to publish them.
8. **Promotional Use of Materials:** The Foundation reserves the right to include information about the grant project in its public reports, social media posts, and website. Such information may include photographs, videos, personal statements, and student work.
9. **Identifying Equipment:** Whenever practical, the Grantee agrees to identify materials and equipment purchased with grant funds using the SEEF-provided labels. Labels measure 1" by 2 5/8" and are available from the Grantee's assigned SEEF grant liaison.



10. **Project Ownership:** The Grantee agrees that all materials and equipment purchased with grant funds are owned by the school and the district, not by the individual Grantee.