



## Shakopee Educational Endowment Foundation 2019-20 Grant Guidelines and Criteria

Thank you for your interest in the Shakopee Educational Endowment Foundation (SEEF) Teacher Grant Program. We rely on unique proposals from Shakopee teachers and staff to enable us to make a difference for the students of Shakopee Public Schools. Grants are intended to fund innovative and creative programs that otherwise would not be available to students.

### ESSENTIALS

- Any interested teacher, staff, individual, organization or team of individuals within District 720 may submit a grant proposal.
- Applicants may submit only one request per grant cycle. However, if an applicant is part of a team for one proposal the applicant is not prohibited from submitting another proposal as part of a different team or on their own.
- Projects are considered for funding that clearly support the mission of the Foundation: “To enrich and improve the quality of education in the Shakopee School District by funding projects that provide innovative learning opportunities for students.” See our website ([ShakopeeEdFoundation.org](http://ShakopeeEdFoundation.org)) under the Teacher Grants tab for lists of previously funded SEEF grants and a sample completed application.
- Projects which include technology must obtain the signature of the Director of Instructional Technology to ensure the technology is approved and supported by the school district. Technology proposals should be submitted at least one week prior to the application deadline to allow time to make any suggested revisions. A technology-based project is defined as anything that can be plugged in and/or that might interact with the building network, hardware or software.
- To keep projects in line with the general direction of the district, all grant applications must be signed by your principal or supervisor.
- The Foundation requires that the Shakopee Educational Endowment Foundation be identified as a funding source on all literature or hardware, in newsletter articles or emails to parents, in news releases and all presentations on the project.
- Individuals and groups receiving funding from the Foundation will provide a completed Final Grant Report Form to the SEEF board within 60 days of implementation of the project. Photos of the project in action and evaluations should be included. This documentation may be used by SEEF in public communications for the advancement of its mission or to spotlight notable, innovative or successful projects. Failure to submit the Final Grant Report Form may result in denial of future grant applications.

### GUIDELINES FOR FUNDING

- Grants will be awarded in amounts up to \$2000 to support innovative projects that will enhance education and directly benefit Shakopee Public School students. Rarely, an exceptional project will be considered for a larger award. A request for special consideration must be discussed with one of SEEF board contacts listed below prior to submitting your application.
- Grant funds must be used within 12 months of the award. Any balance remaining after that time will be returned to the Foundation and is no longer available to the grantee.
- All purchased equipment becomes the property of Shakopee Public Schools, not the grantee.
- Items acquired with SEEF funds should be labeled as follows, “Funding provided by the Shakopee Educational Endowment Foundation.” Labels will be provided by SEEF when requested.

## **GRANT REVIEW CRITERIA**

- Innovation and creativity: The project is new to the district, your school or classroom.
- Educational need: A specific and significant need for the project is identified and tied to student learning.
- Maximum student impact: The impact on students per dollar spent is high.
- Budget: The budget for the project is reasonable and cost effective.
- Evaluation plan: A sound plan to measure the impact of the project is spelled out.

## **HIGH PRIORITY PROJECTS**

- Propose unique, innovative or creative elements that enhance learning.
- Propose novel concepts that have previously never received funding through the Shakopee district.
- Require start-up support rather than ongoing funding.
- Enhance learning for a significant number of students.
- Provide plans for expanding and replicating the project at other schools, with other teachers.

## **LOW PRIORITY PROJECTS**

- Repeat existing programs.
- The budget/student benefit ratio is low and does not appear to impact as many students as competing projects.
- Seek technology devices already part of the district's long-term funding plan.
- Seek consumable items discarded after use, including t-shirts, refreshments and incentives.
- Seek significant transportation costs.
- A lack of detail makes it unclear how the project will work.
- Requests items it appears the district could provide, or for which an alternative funding source is available.

## **REASONS A REQUEST MAY BE DENIED**

A significant amount of time is involved in completing the grant application form, and we appreciate your commitment to the process. Since SEEF has limited funding available each grant cycle, we want to make clear the kind of requests we will not support which include:

- Requests exceeding the \$2,000 limit or lacking a request for special consideration.
- Projects requiring the Foundation's ongoing funding to be successful.
- Requests which include non-permitted expenses such as professional development costs, staff salaries, substitute staff, childcare, refreshments, incentives or classroom furnishings.

## **TIMELINE**

- September 24, 2019 - Deadline to submit technology-based grant proposals
- October 1, 2019 - Deadline to submit all other grant proposals
- October 31, 2019 - Grant awards announced
- October 31, 2020 - Deadline to claim 2019-20 grant funds

## **PLEASE CONTACT US WITH QUESTIONS**

- SEEF Board of Directors, [ShakopeeEdFoundation@gmail.com](mailto:ShakopeeEdFoundation@gmail.com).
- Paulette Rislund, 952.564.7689; [mprislund@comcast.net](mailto:mprislund@comcast.net).
- Kristin Koller, 952.484.5462; [kkoller@gmail.com](mailto:kkoller@gmail.com).