

**Sun Prairie Education Foundation
Grant Application Guidelines and Application**

School Year 2025-2026

Grant deadlines – November 4, 2025 (Fall), April 6, 2026 (Spring)

SECTION A – Applicant Information & Project Information

Applicant Information	
Project Name/Title	
Applicant Name	
Position	
School or Organization	
Department/Grade	
Work Phone	
Cell Phone	
Email Address	
Application Details	
Date of Application	
Proposed Timeline of Project (Month/Day/Year) (Rubric Criteria #1)	From: _____ to: _____
Number of Students Impacted (Rubric Criteria #1)	
Grade Level(s) of Students (Rubric Criteria #1)	
Funding Amount Requested	\$ _____
IMPORTANT! Please answer:	In the event SPEF is only able to fund PART of your grant, are you still interested in receiving partial support? (YES or NO) _____

For additional information or questions while completing this application, contact Terry Twedell, Grant Committee Chair at (608) 576-3984, or Rebecca Ketelsen at (608) 807-8180.

IMPORTANT NOTE: No grants will be awarded for projects that have already been started or are in progress prior to the grant being awarded (generally at the end of the 1st quarter and end of the 3rd quarter).

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SECTION B - Grant Requirements and Acknowledgement of Requirements

The Sun Prairie Education Foundation (SPEF) provides funding for educational opportunities twice each academic year. Deadlines are based on the last day of the first and third quarters of the Sun Prairie Schools academic calendar. These grants are available to SPASD staff, educators, community members and anyone wanting to provide extraordinary learning opportunities for Sun Prairie Area School District students.

The Sun Prairie Education Foundation (SPEF) supports grant projects that:

- Support and conform to the Mission of the Sun Prairie Education Foundation:
Inspiring educators to provide extraordinary learning experiences for every child in the Sun Prairie Area School District.
- Demonstrate educational innovation
- Promote original and creative ideas
- Are not supported through the annual school budget
- Provide extraordinary learning opportunities that impact **MANY** students
- Address one or more [district academic standards](#).
- Show collaboration within the school district and/or community

The SPEF grant application process **is not** designed to fund projects the school district provides (i.e. salaries, staff development, uniforms). Generally, SPEF also does not provide funding for scholarships, furniture and infrastructure, parties and unapproved speakers and/or lecturers - see our website for the complete list. For those looking for funding for food, SPEF has created the Food for Thought program - see theSPEF.org or contact Rebecca Ketelsen for more information.

An application for a grant consideration must meet the following criteria:

- **The grant application must be clearly written, all sections must be complete, including all required signatures (i.e. applicant, building principal, and supporting authorizations to implement this grant, executive director)**
- **Grant requests must be awarded PRIOR to the grant being started.**
- The grant application must be signed and all pages must be returned by the due date.
- **The grant recipient agrees to provide pictures and information of the project's outcome to SPEF via its Google form (survey) that will be sent after the completion of the grant. Until this criteria is satisfied, no additional grants by the recipient will be reviewed.**
- Grant recipients will invite SPEF members to be present for the event (when applicable).
- All grants are reviewed by the SPEF grant committee and approved by the SPEF Board before funds are awarded. All determinations are final.

I hereby acknowledge that I have read and understand what is required by me and agree to abide by the requests above.

Name (print)

Signature

Date

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SECTION C – Description of Proposed Grant

Information below must be specific and detailed - see Rubric Criteria # for scoring expectations.

1. What are the goals and objectives of the project? What is your student target group? What student outcomes do you expect? (Rubric Criteria #2)
2. Describe the project and its proposed activities. Be as specific as possible. (Rubric Criteria #3)
3. Reflecting on the SPEF Mission Statement (*Inspiring educators to provide extraordinary learning experiences for every child in the Sun Prairie Area School District*), how is the proposed project innovative and enriching the educational experience of the target student population? (Rubric Criteria #4)
4. If you plan to repeat this project, what other possible funding sources might you utilize? Note – new SPEF grant applications are required every year for any project. (Rubric Criteria #5)

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5. Other than the required project summary and picture(s) submissions to SPEF, how will you be able to acknowledge SPEF's grant and even possibly include them as an observer of the grant in action? (Rubric Criteria #6)
6. SPEF focuses on equity and values collaboration between departments and/or schools. If your grant is successful, how might your grant be able to encourage other departments and/or schools to pursue similar ideas? (Rubric Criteria #7)
7. Indicate the one key individual* who will have the principal responsibility for overseeing the activity (i.e. the Project Leader) and also any other important individuals who will be involved in supervising or coordinating the project.

Participant Name	Phone Number	Email Address
*		

If applicable/available, please attach any supporting documentation to this application for any of the above.

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SECTION D – Budget (Rubric Criteria #8)

This section must be completed in detail for funding consideration.

Provide a **complete** budget for the project. For each budget item, provide a written justification for that item. Attach additional pages as needed.

Budget Item	Specific Detailed Information and Justification	Amount Requested
Outside Consultants, Lecturers, etc.		
Equipment and Supplies		
Transportation and Travel		
Other Expenses: (please specify)		
Other Expenses: (please specify)		
Other Expenses: (please specify)		
Other Expenses: (please specify)		

Identify all other funding secured or available for funding the project and how the funds will be used. (In addition to those requested from the Sun Prairie Education Foundation)

Additional Funding Sources	How Funds will be Used	Amount

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SECTION E – Required Names and Signatures within Your Organization

By signing below, I hereby acknowledge that I have read and agree to support the implementation of this grant proposal, including vetting outside speakers and/or lecturers.

For School District Applicants		
Title	Name (print)	Signature
Applicant		
Additional Applicant (if applicable)		
Principal		
Curriculum Coordinator or Grade Level Chair		
Additional Names/Signatures – This area below is required if support from area(s) listed below will be needed to implement this grant proposal. (Please respond N/A if not applicable)		
Support Services		
Computer Services		
Technical Education		
Building and Grounds		
Transportation		
Printing		
Other (please specify)		

For Community Grant Applicants (Organizations or Individuals)		
Title	Name (print)	Signature
Applicant		
Executive Director (if applicable)		
Others (please specify)		
Others (please specify)		
Others (please specify)		

Return the completed application (all pages and supporting documentation) by one of the following means:

- 1) Mail to: Sun Prairie Education Foundation, PO Box 836, Sun Prairie 53590
OR
- 2) E-mail to: SPEFgrant@gmail.com

Application Form Updated: 8/28/25