

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

School Year 2026-2027

Grant deadlines – November 3, 2026 (Fall), April 7, 2027 (Spring)

SECTION A – Applicant & 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

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PLEASE READ THIS SECTION BEFORE YOU BEGIN WRITING YOUR GRANT

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 SPASD calendar. These grants are available to SPASD staff, educators, community members and anyone wanting to provide extraordinary learning opportunities for SPASD students.

The Sun Prairie Education Foundation (SPEF) gives preference to grant projects that:

- Support and conform to the Mission of the Sun Prairie Education Foundation:
MISSION: Connecting our community's generosity with educator ideas, funding innovative learning experiences, and expanding opportunities for students.
- spark curiosity, inspire creativity, remove barriers to learning, and create extraordinary learning opportunities that go beyond what the district can provide. The strongest applications demonstrate innovation, measurable impact, and the potential to benefit many students, classrooms, grade levels, or schools.
 - o *An extraordinary learning opportunity is an exceptional, unique, and impactful educational experience beyond the traditional classroom that inspires students, deepens engagement, and opens doors to new skills, ideas and opportunities.*
- Address one or more [district academic standards](#).
- Show collaboration within the school district and/or Sun Prairie community

The SPEF grant application process **is not** designed to fund projects the school district provides (i.e. salaries, staff development, uniforms). SPEF also does not provide funding for scholarships, furniture, infrastructure, and **UNAPPROVED** speakers and/or lecturers - [Visit www.theSPEF.org/faq](http://www.theSPEF.org/faq) for complete list.

For those looking for funding for food/snacks, SPEF has created the Food for Thought program - contact Rebecca Ketelsen for more information.

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

- The grant application must be the most recent form(see website for most recent version), be clearly written, all sections must be complete, including all required signatures (i.e. applicant, building principal, district admin (when applicable) and supporting authorizations to implement this grant (i.e. Tech support, building & grounds, etc.), and executive director if outside the school district.
- **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.
- New SPEF grant applications are required every year for any project.

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 and how will you measure them? (Rubric Criteria #2)
2. Describe the project and its proposed activities. Be as specific as possible including proper names of all consultants, vendors, or guest speakers who will be a part of this project. (Rubric Criteria #3)
3. Reflecting on the SPEF Mission Statement (*Connecting our community's generosity with educator ideas, funding innovative learning experiences, and expanding opportunities for students.*), how is the proposed project innovative and enriching the educational experience of the target student population? (Rubric Criteria #4)
4. SPEF typically does not provide ongoing funding for repeat projects. If you anticipate continuing this project, how will you partner with SPEF and other organizations, sponsors, or funding sources to ensure its long-term sustainability? Please describe your plan for sharing the financial responsibility. (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. List all important individuals who will be involved in supervising or coordinating this project, specifically noting (see*) the one key individual who will have the principal responsibility for overseeing the activity (i.e. the Project Leader) (Rubric Criteria #2)

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, detailed** budget for the project. For each budget item, provide specific details and/or written justification for that item. Add additional pages as needed. (Rubric Criteria #8)

Budget Item	Specific Detailed Information including	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)		

If you have secured or will secure any other funding from additional sources (not SPEF), please identify them here and include source, use, and amount. If not, write “none”. (Rubric Criteria #8)

Additional Funding Sources	How Funds will be Used	Amount

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SECTION E – REQUIRED additional District Names/ Signatures.

If implementation of your grant relies on any of the areas below, names and signatures are required. If support from any of these areas is not needed, please put N/A under the name column.

For School District Applicants		
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.		
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		
Building and Grounds		
Transportation		
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: 7/23/26