

**Sun Prairie Education Foundation**  
**Grant Application Guidelines and Application**  
**School Year 2023 – 2024**  
**Spring Deadline – April 2, 2024**

The Sun Prairie Education Foundation provides funding for educational opportunities twice each academic year: one after the first quarter and one after the third quarter. These grants are available to SPASD staff, educators, and community members to provide extraordinary learning opportunities for students in the Sun Prairie Area School District.

The Sun Prairie Education Foundation 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.*
- Demonstrates educational innovation
- Promotes original and creative ideas
- Requests that are not supported through the annual school budget
- Provide extraordinary learning opportunities that impact **many** students
- Addresses one or more district academic standards
- Show collaboration within the school district and/or community

The Sun Prairie Education Foundation grant application process **is not** designed to fund projects the school district provides (i.e. salaries, staff development, sports uniforms). Generally, the Sun Prairie Education Foundation also does not providing funding for scholarships, furniture and infrastructure, food, transportation, and unspecified speakers and/or lecturers.

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 a write up of the grant outcome to the Sun Prairie Education Foundation @ [SPEFgrants@gmail.com](mailto:SPEFgrants@gmail.com) within 3 months of the completion of the grant.
- Grant recipient will invite SPEF members to be present for the event (when applicable)

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

***Note: Grant recipients agrees to provide pictures and brief 1 paragraph summary of the grant before applying for any additional grant(s).***

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For additional information or questions while completing this application, contact Terry Twedell, Grant Committee Chair at (608) 576-3984, or Rebecca Ketelsen at (608) 217-6789.

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**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 1<sup>st</sup> quarter and end of the 3<sup>rd</sup> quarter)**

**SECTION A – Identification & Project Information**

Project Name/Title	
Applicant Name	
Position	
School or Organization	
Department/Grade	
Work Phone	
Cell Phone	
Fax (if applicable)	
Email Address	
Application Details	
Date of Application	
Proposed Dates of Project (Month/Day/Year)	From: _____ to _____
Funding Amount Requested	\$ _____

**SECTION B – Description (information below must be specific and detailed)**

1. In the event SPEF is only able to fund PART of your grant, are you still interested in receiving partial support?      **Yes / No (circle one)**
2. What are the goals and objectives of the project?
3. What student(s) or student group(s) will participate in and benefit from this project?
4. Describe the project and its proposed activities.
5. Explain how the project is innovative and enriches the educational experience of the target student population.

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6. If your project spans multiple years, identify possible funding sources to continue the project in subsequent years.
  
7. Indicate one individual who will have the principal responsibility for overseeing the activity (i.e. the Project Leader) and any other key 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.**

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**SECTION C – Budget (must be completed 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	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 D – Names and Signatures**

**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.**

<b>School District Applications – Names and Required Signatures</b>		
<b>Title</b>	<b>Name (print)</b>	<b>Signature</b>
Applicant		
Additional Applicant (if applicable)		
Principal		
Curriculum Coordinator <b>or</b> Grade Level Chair		
<b>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)</b>		
Support Services		
Computer Services		
Technical Education		
Building and Grounds		
Transportation		
Printing		
Other (please specify)		

<b>Community Grant Applicants (Organizations or Individuals)</b>		
<b>Title</b>	<b>Name (print)</b>	<b>Signature</b>
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](mailto:SPEFgrant@gmail.com)**