



SEQUIM EDUCATION FOUNDATION

To be a catalyst for vibrant growth of each student in the Sequim community.

2026-27 Teacher Grant Timeline and Instructions

Open to all Sequim School District employees including paraeducators and staff. Grants are intended to help enhance student learning. Projects should emphasize district and building wide goals and objectives for improvement.

Priority criteria:

- Please see the [Teaching Grant Rubric](#) for information on how grants are evaluated.

Reporting Requirements:

- All approved grants will require a final report with a brief narrative. Reports allow SEF to collect vital data on the impact of grants which is necessary for the fundraising that sustains the program. **A final report should be submitted no later than June 1st of the concluding school year.**
- Please submit photographs with your report so that we can highlight the impact of grants through our webpage and social media.

Important dates for 2026:

First Round Submissions:

- **March 15 – Apr 30:** Application submission period.
- **April 30:** Final deadline for all application submissions. Applications that are not complete or are received after the deadline will not be accepted. Please use the online application or request a digital copy by emailing executivedirector@sequimeducationfoundation.org
- By **May 15:** Representatives of SEF Board and Sequim School District meet and rank all applications.
- **May 19:** Final decision made by SEF board on grant recipients and **announced by June 16.**

Second Round Submissions:

- **Aug 17-Sept 25:** Application submission period.
- **Sept 25:** Final deadline for all application submissions. Applications that are not complete or are received after the deadline will not be accepted. Please use the online application or request a digital copy by emailing executivedirector@sequimeducationfoundation.org
- By **October 16:** Representatives of SEF Board and Sequim School District meet and rank all applications.
- **October 20:** Final decision made by SEF board on grant recipients and **announced by November 20.**

Following Year (2027)

- **April 15:** Project Final Report reminder sent to all grant recipients.
- **June 1:** The project or activity outlined in the grant must be completed and final reports submitted no later than June 2027 to SEF.

Press or Public Information: If you intend to issue a press release or otherwise issue public information about your project, please be sure to include a reference to the Sequim Education Foundation as a funding resource for the project.

Contact teachinggrants@sequimeducationfoundation.org with any questions.

FREQUENTLY ASKED QUESTIONS

1. **When are grant applications due?** First round applications are due by April 30th and second round applications are due by September 25.
2. **What if I need emergency funding outside of the grant cycles?** Please see our "emergent grant" policy on the webpage.
3. **How do I submit a grant application?** Please use the online application or request a digital copy by emailing executivedirector@sequimeducationfoundation.org
4. **Are there projects that SEF does not fund?** We do not grant funds for the following: (1) Staff position funding (2) Technology equipment that qualifies for district technology funds and (3) Special Education materials that qualify for district funds. **Please contact the Technology Executive Director and/or Learning Support Services Executive Director at the district office to determine this.**
5. **What guideline(s) does the foundation use when reviewing the applications?** Our priorities include: (1) Innovation (2) Impact and/or Sustainability (3) Alignment to District Vision and Goals (4) Feasibility and Efficiency of Tactic & Approach (5) Assessment (6) Access and Inclusion. Please see the [Teaching Grant Proposal Rubric](#) for further information.
6. **What is the foundation's feeling on co-funding from other sources?** We are very excited when we see co-funding sponsorship on an application. In the past, teachers have received co-funding from their school PTOs/PTAs, community organizations and foundations, and local businesses.
7. **Can several teachers submit one grant?** Yes, we welcome grants submitted by a team of teachers.
8. **How much can I apply for?** We have not set a limit on our grants. The grant request amount must include all associated costs plus tax, shipping and handling.
9. **If I receive a grant and I move, can I take the equipment with me to my new district or private school?** No. The resources and materials belong to the Sequim School District and must stay in district.
10. **When does the foundation notify grant recipients?** SEF meets in May and October to evaluate grant applications. Applicants are notified in June and late November.
11. **Can you tell me more about the grant reporting requirements?** SEF requires recipients to submit a report that includes information about your specific grant (i.e. pictures, students work, recap of results) by June 1 of the following year. These reports are a vital tool for informing our funders, fundraising within the community, as well as for marketing and promotional purposes.
12. **Where do I submit my grant report?** Please use the online grant report form on our webpage or send a report via email to teachinggrants@sequimeducationfoundation.org