



THE PROFESSIONAL LEARNING ASSOCIATION

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## FOUNDATION

### **Learning Forward Team Grant Overview**

The Learning Forward Team Grant supports grade-level, school, or district leadership teams in developing and implementing a project that will advance the Standards for Professional Learning, the Learning Forward definition of professional learning, and Learning Forward's purpose: Every educator engages in effective professional development every day so that every child achieves. The Learning Forward Foundation expects that the recipient of the grant will experience improved student engagement and learning during implementation of their project through a continuous cycle of improvement. The grant project must assist educators in working in collaborative learning structures to enhance the design and delivery of curriculum, assessment and instruction, as well as support team members to develop competencies in shared leadership responsibilities and collective commitments to higher student achievement.

The recipient of the Learning Forward Team Grant will receive up to \$10,000 for the implementation of the two-year project plan that may include three conference registrations to one of Learning Forward's annual conferences.

### **Requirements of Grant or Scholarship**

During the implementation year, the recipient will:

- Provide three formative reports to the foundation on progress during implementation. This report must include progress, successes, challenges, results so far, and an updated budget report. In the reports, the goals will be reiterated and modifications and revisions that have been implemented during implementation will be addressed. Submit the reports by December 30 and June 30 of the first year, and December 30 of the second year.
- Complete a final summative report that includes a description of project impact and full disclosure of expenses. This report will be due May 30 of year 2.
- Provide pictures and artifacts to the foundation for publicity purposes.
- Maintain contact with the foundation representative for ongoing support and guidance.
- Engage with the Planning and Evaluation Committee during three touchpoint

conversations annually.

- Submit a proposal to present the work and learning of the grant at the Learning Forward Annual Conference at the conclusion of the grant.

### **Length of Grant and Foundation Support**

- The Learning Forward Team Grant will be awarded annually, if applicable, to one recipient for a period of two years.
- Current Learning Forward members will be given preference during the grant selection process. A grant winner who is not a member of Learning Forward must become a member of Learning Forward prior to any funds being awarded.

### **Selection Process**

A grant committee chaired by the foundation representative for this grant reviews applications. The process for selection is based on the attached rubric.

### **Evaluation**

Three touchpoint calls shall be conducted yearly during the school year with a member of the foundation's Planning and Evaluation Committee to benchmark success and ascertain what knowledge, supports, and/or resources the project needs to reach the desired goals. A collaborative professional development process shall be used, to include a cycle of self-assessment, collaborative analysis of work, and reflection. Written reports shall substantiate the work.

### **Resources for Grant Writing**

The following resources are recommended for pre-reading before beginning the grant writing process.

- Learning Forward Standards for Professional Learning can be accessed at [http://www.learningforward.org/standards-for-professional-learning#.UQgI-6Vk\\_wx](http://www.learningforward.org/standards-for-professional-learning#.UQgI-6Vk_wx). Grant applicants should have a deep understanding of the Learning Communities standard. Applicants may find the standards videos and discussions with featured practitioners helpful.
- Quick Reference Guide for the Standards for Professional Learning can be accessed at <http://www.learningforward.org/docs/pdf/standardsreferenceguide.pdf>.
- Teacher IC Map for the Learning Community Standard can be accessed at <http://www.learningforward.org/docs/standards-for-professional-learning/teacher-icmaps.pdf>,
- Learning Forward definition of professional learning can be accessed at <http://www.learningforward.org/docs/pdf/policypoints4-09.pdf?sfvrsn=0>.

- Information about the cycle of continuous improvement can be accessed at [http://www.learningforward.org/docs/leading-teacher/oct10\\_teachersleading.pdf?sfvrsn=2](http://www.learningforward.org/docs/leading-teacher/oct10_teachersleading.pdf?sfvrsn=2).
- In addition grant applicants should use the Team Grant Rubric as a guide for writing the application.

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