Vision
EDUCATE, INNOVATE, TRANSFORM EDUCATOR PROFESSIONAL LEARNING

Mission
The Learning Forward Foundation supports the development of educators' capacity to improve student learning through innovation and improvement that transforms professional learning, framed by the Learning Forward standards and implemented with a coherent design through grants, scholarships, and professional support.

DALE HAIR AFFILIATE DEVELOPMENT GRANT

The Learning Forward Foundation is making available one grant opportunities of up to $2,000 for one year to assist a Learning Forward affiliate needing to *rebuild, reorganize, or generate a stronger organization.* The grant will honor Dale Hair's legacy of work with the affiliates and her passion for supporting the successful work of the affiliates.

Each grant is designed to help affiliates who are in need of assistance, resources and support in building, rebuilding, or strengthening the affiliate. A clear description of the current state of the affiliate is critical to help readers understand the affiliate's need for the grant award. Applicants will agree to focus on leadership development and build internal board capacity within the affiliate aligned to the Learning Forward vision and mission statements.

The Affiliate awarded this grant will develop and implement a one year plan based on their identified needs that will:
- focus on developing knowledge and skills for a stronger affiliate board;
- support board members in deepening their learning on effective systems of professional learning; and/or
- create structures to network within the state.

A successful grant will have a plan consisting of activities and steps for improvement of affiliate board.

The Dale Hair Affiliate Grant is only available to officially recognized Learning Forward state, regional, provincial, or country affiliate organizations. Contact Victoria Duff at victoria.duff@learningforward.org if confirmation is needed. See the Learning Forward Affiliate webpage for more information about affiliates.

Directions: Complete all components of the grant application and send electronically along with a letter of support to Victoria Duff at victoria.duff@learningforward.org.

Grant Submission Deadline: March 22, 2021

Grant Award Announcements: May 1, 2021

SECTION I: APPLICANT INFORMATION

Fill in the Word document electronically and save to send as an attachment to email.

Applicant Name _____

Street Address _____

City _____ State/Province _____ Zip/Postal Code _____

Affiliate School/ District _____

School Address _____

City _____ State/Province _____ Zip/Postal Code _____

Position _____

Telephone (Home) _____ (Work) _____ (Cell) _____

Email Address _____ Fax_____

LinkedIN and Twitter:
While not required, please share any social media links that you currently use in your professional practice.
Please <u>do not</u> share personal or family links. _____

Learning Forward Membership Number _____ How many years? _____
All Learning Forward Foundation awardees will require a Learning Forward membership to activate the grant.

SECTION II: OVERVIEW OF PROJECT
In 75 words or less, describe your plan in terms of a problem/challenge or dilemma for your affiliate that you intend to address.

SECTION III: PROPOSAL

Background thinking for you and your affiliate as you write your proposal:

Consider the questions below as you write your proposal. In addition, take time to examine the rubric that will be used for scoring. This proposal requires a comprehensive, written answer to each of the eight questions in Section III; completion of the Action Plan Template in Section IV, the Budget Template in Section V, the Statement of Commitment in Section VI, and the Completed Application Information in Section VII.

Proposal readers will evaluate this proposal by referring to the rubric and analyzing the package materials.

Complete the following questions:

1. Which of the following most closely describes the current state of your affiliate? Indicate here (a, b, or c): _____
    a. Emerging as a new, first-time affiliate
    b. Re-emerging (possibly with some new leadership) as an "active" affiliate after a period of being "inactive"
    c. Seeking to rebuild, reorganize, or reconstitute the current affiliate which is struggling

2. Describe your current challenges or struggles as an emerging or rebuilding affiliate:

3. What two or three goals/outcomes for your affiliate are you hoping to achieve with this grant? (Be specific)

4. What actions will you take to accomplish these goals/outcomes?

5. How will your current leadership team or affiliate board members be involved in reaching these goals/outcomes?

6. How will this grant build the capacity of the leadership team or board members to continue and sustain the work of the affiliate and align itself to the vision, mission and strategic goals of Learning Forward?

7. What evidence will you collect to show you are making progress toward your outcomes? How will you monitor and adjust your action plan based on the evidence you are collecting?

8. How will the funds from this grant support your action plan and foster your affiliate's financial stability?

Outcomes
(These should be stated in a specific, behavioral format. Example: As a result of this grant, board meetings will be transformed into professional learning experiences, with 70% being facilitated by our own staff.)

ACTION (What?)	TIMELINE (When complete?)	PERSON RESPONSIBLE (Who?)	RESOURCES NEEDED	RESULTS ANTICIPATED
Ex.: Form study group to study job-embedded professional learning	*Ex.: Jan.-June 2018*	*Ex.: Jose Alvarez*	*Ex.: Books for each participant*	*Ex.: Understand and plan effective professional learning*

SECTION V: BUDGET TEMPLATE

Budget Template

All intended expenses and personnel costs must be listed.

2020-2021	Learning Forward Foundation Grant	Other Funds or In-Kind Matches
Travel: registration for summer conference	$	$
• Summer affiliate meeting registration ($300)	$	$ -
•	$	$
Consultant Fees/travel	$	$ -
•	$	
Board development activities	$	$
•	$	$
•	$	
Supplies	$	$
•	$	$
•	$	$
Project Subtotal	$	$
Total Project Costs	$ 2000.00	$

Project Title _____

Signature of President _____

Date _____

SECTION VI: LETTERS OF SUPPORT

A signed letter of support from the affiliate's president, executive director, or leadership team **must** accompany the application. The letter should indicate the affiliate endorses the proposal by stating how it supports the applicant's continuous improvement efforts; it must provide evidence this project is part of the affiliate board's plan and assurances it will help fiscally support travel and lodging expenses for required Learning Forward conferences.

SECTION VII: STATEMENT OF COMMITMENT

Purpose: This document describes the responsibilities and obligations of the applicant for the Learning Forward Foundation grants and scholarships. Please indicate your acceptance of these responsibilities by checking each box and signing the document at the end. Successful affiliates will sign a memorandum of understanding with the Learning Forward Foundation that reflects these commitments.

Affiliate Responsibilities

The emerging/rebuilding affiliate will:
- Complete all activities listed in this application unless permission to alter the activities is requested, with a rationale for the change, and permission is granted by the Learning Forward Foundation.
- Provide a written evaluation by June 30, 2021 of the activities and the overall grant impact (attainment of goals/outcomes, or progress made).
- Complete a reflective analysis of lessons learned from the implementation of this grant and how those insights will inform next steps for the affiliate, including how your affiliate will impact standards-based professional learning going forward.

Project Leader Responsibilities
- Commit to an active role as a learner throughout the period of the grant.
- Provide an interim progress update on implementation of the action plan by November 30.
- Maintain regular communication with the grant representative from the Learning Forward Foundation.
- Share final outcomes and lessons learned from the grant with the Foundation and affiliate leaders. This may include a report during the Summer Affiliate Leaders Meeting or sharing via conference calls or webinars.
- Participate in one touch-point conversation annually with members of the Research and Planning Committee and the grant lead.

SECTION VIII: COMPLETED APPLICATIONS

Submit all application materials electronically. Send completed Word documents as attachments to email messages. Be sure to include your last name in any electronic file names.

Placement of your name on the signature line of this application constitutes your signature and commitment to these statements.

Name of Applicant _____

Affiliate Name _____

Title or Role in Affiliate _____

Signature _____ Date _____

Directions: Complete all required sections of the application. Submit Sections with the letter of support electronically to Victoria Duff at victoria.duff@learningforward.org.

*If you do not receive confirmation of receipt of materials within five days, contact Victoria Duff.

Victoria Duff
Phone: 732-814-2192
Email: victoria.duff@learningforward.org

SECTION XI: RUBRIC

Note: This is for reference only. Use this rubric to guide your writing. Do not include this document in your application.

Clear and Complete Document Criteria	Y/N
Application complete, including contact information, proposal, action plan, and signed statement of commitment	
Includes separate letter of support	

CATEGORY	Above Standards (4)	Meets Standards (3)	Approaching Standards (2)	Below Standards (1)	Score
Completed application	The Learning Forward Foundation Affiliate Grant application is completed thoroughly (all components) and includes complete descriptions of all activities as well as the population served and has a thorough budget outlined. All templates are completed.	The Learning Forward Foundation Affiliate Grant application is completed (all components), with descriptions of planned activities, the population, and a completed budget.	The Learning Forward Foundation Affiliate Grant application is completed with outlined activities, who will be served, and an outlined budget.	The Learning Forward Foundation Affiliate Grant is not completed.	
Budget	The budget gives intended amounts expected to be utilized for each activity or session listed, with expected attendance and detailed specifics. The budget supports the outcomes.	The budget gives an overview of activities with amounts aligned to each activity listed.	The budget gives an outline of expected amounts to be spent throughout the time span of the grant.	The budget is general and has no specifics.	

Engaging participants	The application outlines how the need was determined by the affiliate board and is supported by the affiliate board with commitment from the members of the affiliate board. The grant application includes actions planned to engage affiliate board members actively and grow capacity.	The application outlines how the need was determined and demonstrates commitment from projected participants. The grant includes steps to engage affiliate board members meaningfully.	The application demonstrates need and commitment on the part of affiliate board members. The grant invites board members to engage in learning.	The grant is open to board, with no special attempt to show how board members will be engaged or educated.	
Description of effect	The application specifically outlines the intended effect on affiliate board members.	The application gives an overview of the intent to affect affiliate board members.	The application outlines the intended effect on affiliate board members.	No intent of effect is listed.	
Evaluation	The application specifically lists intended outcomes and methods to be used to evaluate the success of the activities. The application contains clear and specific steps for evaluation in the action plan.	The application lists various measurable outcomes and possible models to evaluate success.	The application lists one or two outcomes and one or two methods that might be used to evaluate success.	The application does not specifically state how it will evaluate success.	
Commitment to project requirements	Application agreements specifically state the affiliate's intent to complete all requirements.	Application agreements specifically state the affiliate's intent to complete some of the requirements.	Application agreements state the intent to complete requirements.	Application agreements include a statement about the intent to complete requirements.	
Action plan	Actions are aligned with goals and outcomes and based on Learning Forward standards, principles of effective professional learning. The action plan is complete, clear, and logical and reflects an appropriate timeline.	Actions align with goals but are vague, and the action plan lacks specific details, which reflects only a minimal understanding of Learning Forward standards, principles of effective professional learning.	Actions align only minimally and lack reference to standards or principles of effective professional learning. The action plan indicates a lack of understanding of the Learning Forward vision.	Actions do not align with goals and lacks reference to Learning Forward standards or principles of effective professional learning.	