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**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 opportunity 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. [Vision, Mission, Beliefs](https://learningforward.org/about/vision-mission-beliefs/)

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 the affiliate board.

The Dale Hair Affiliate Grant is only available to officially recognized Learning Forward state, regional, provincial, or country affiliate organizations. Contact Ankhe Bradley at ankhebradley08@gmail.com if confirmation is needed. See the [Learning Forward Affiliate webpage](http://learningforward.org/get-involved/affiliates#.Vq9vy1MrJ24) for more information about affiliates.

***Directions:*** Complete all components of the grant application and send electronically along with a letter of support to Ankhe Bradley at ankhebradley08@gmail.com

**Grant Submission Deadline: March 17, 2024**

**Grant Award Announcements: May 6, 2024**

**SECTION I: APPLICANT INFORMATION**

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

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State/Province: \_\_\_\_\_\_\_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_\_\_\_\_

School/District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Affiliate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Affiliate Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State/Province: \_\_\_\_\_\_\_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_\_\_\_\_

Telephone: (Work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ (Cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LinkedIn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Twitter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(while not required, please share any social media links that you currently use in your professional practice. Please do not share personal/family links.)

Learning Forward Member 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.

**Please review the** [**Learning Forward Standards**](https://learningforward.org/standards/standards-revision/) **prior to beginning your application.**

Complete the following questions:

1. Which of the following most closely describes the current state of your affiliate? Indicate here (a, b, or c): \_­­­­\_\_\_\_\_\_\_\_\_\_
   1. Emerging as a new, first-time affiliate
   2. Re-emerging (possibly with some new leadership) as an “active” affiliate after a period of being “inactive”
   3. 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?
4. How are you building equity into your overall planning with your affiliate? (Be specific)
5. What actions will you take to accomplish these goals/outcomes?
6. How will your current leadership team or affiliate board members be involved in reaching these goals/outcomes?
7. 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?
8. What evidence will you collect to show you are making progress toward your outcomes?
9. How will you monitor and adjust your action plan based on the evidence you are collecting?
10. How will the funds from this grant support your action plan and foster your affiliate’s financial stability?

**SECTION IV: ACTION PLAN TEMPLATE**

**(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.)**

As a result of this grant, mentoring practices will be transformed into professional learning experiences facilitated 100% 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 2024* | *Ex.: Jose Alvarez* | *Ex.: Books for each participant* | *Ex.: Understand and plan effective*  *professional learning* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**SECTION V: BUDGET TEMPLATE**

Include a snapshot of projected expenditures for the proposed work, up to $2,000.

|  |  |
| --- | --- |
| **Sample Budget Template** | **Cost** |
| Registration for Summer Affiliate Meeting | $200 |
| Travel for Summer Affiliate Meeting | $300 |
| Consultant fees for board retreat | $500 |
| Board development activities | $500 |
| Supplies | $150 |
| Location rental for member event | $350 |
| Total Project Costs | $2,000 |

**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 Annual Conference.

**SECTION VII: STATEMENT OF COMMITMENT**

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

**Responsibilities***:*

The 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 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 the next steps for the affiliate, including how your affiliate will impact standards-based professional learning going forward.

The project leader will:

* Commit to an active role as a learner throughout the period of the grant.
* Provide an interim progress update on the implementation of the action plan.
* 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 Support 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** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title/Role in Affiliate** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Directions:*** Complete all required sections of the application. Submit Sections with the letter of support electronically to Ankhe Bradley at [ankhebradley08@gmail.com](mailto:ankhebradley08@gmail.com).

\*If you do not receive confirmation of receipt of materials within five days, contact Ankhe Bradley.

Ankhe Bradley

Vice-Chair, Scholarships and Grants

Learning Forward Foundation

[ankhebradley08@gmail.com](mailto:ankhebradley08@gmail.com)

P: 708-790-6842

**SECTION IX: RUBRIC OUTLINE**

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. |  |
| Separate letter of support |  |

**This scale ranges from 0-5**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Exceptional (5)** | **Acceptable (3)** | **Low (0)** | **Score** |
| 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 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 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 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 state the intent to complete requirements. | Application agreements include a statement about the intent to complete requirements. |  |
| **Total Score** |  |  |  |  |