

**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 recognize 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**](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 Victoria Duff at victoria.duff@learningforward.org.

**Grant Submission Deadline: March 17, 2023**

**Grant Award Announcements: May 5, 2023**

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

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

LinkedIN and/or Twitter:

While not required, please share any social media links that you currently use in your professional practice.

Please do not 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.

**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**

**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.)**

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 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.** |

|  |  |  |  |
| --- | --- | --- | --- |
|   | **2023-2024** | Learning Forward Foundation Grant  | Other Funds or In-Kind Matches  |
|  | $ | $ |
|  | $ | $  |
|  | $ | $ |
|  | $ | $ |
|  | Project Subtotal | $ | $ |
| Total Project Costs | $ | $ |
|  |  |  |

**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 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.

Project Leader Responsibilities

* 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 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