



LFF Vision: *The Learning Forward Foundation will establish a sustainable stream of funding to develop leaders who empower educators to learn for student success.*

LFF Mission: *The Learning Forward Foundation, a non-profit charitable organization, raises money to provide scholarships and grants to support and empower educators from across the globe to design high quality teaching that results in growth and achievement for every student through professional learning.*

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 more vital 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 need 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.

<https://learningforward.org/about/vision-mission-beliefs-values/>

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 Lia Gervino at lgervino2@outlook.com if confirmation is needed. See the Learning Forward Affiliate webpage <https://learningforward.org/affiliates> for more information about affiliates.

Directions: Complete all components of the grant application and send it electronically along with a letter of support to Lia Gervino lgervino2@outlook.com.

Grant Submission Deadline: March 17, 2025

Grant Award Announcements: May 6, 2025

SECTION I: APPLICANT INFORMATION

Fill in the Word document and 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 ten 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 VII, and the Completed Application Information in Section VIII.

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

Please review the Learning Forward Standards <https://standards.learningforward.org/> before beginning your application.

Complete the following questions:

1. Which of the following most closely describes your affiliate's current state? 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. What two or three outcomes will you achieve with this grant for your affiliate?
3. Describe your current challenges or struggles as an emerging or rebuilding affiliate.
4. What actions will you take to overcome your current challenges and accomplish these outcomes?
5. How does your plan of action align with Learning Forward's and Learning Forward Foundation's vision and mission? (Be specific)
6. How will your current leadership team or affiliate board members be involved in reaching these 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 collect?
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.

Outcomes	ACTION (What?)	TIMELINE (When complete?)	PERSON RESPONSIBLE (Who?)	RESOURCES NEEDED	RESULTS ANTICIPATED
	<i>Ex.: Form study group to study job embedded professional learning</i>	<i>Ex.: Jan.- June 2024</i>	<i>Ex.: Jose Alvarez</i>	<i>Ex.: Books for each participant</i>	<i>Ex.: Understand and plan effective professional learning</i>

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 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 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.
- Send an email to Dale Hair upon award of the grant to share the affiliate's plans and to share their appreciation of her support.

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 Lia Gervino at lgervino2@outlook.com.

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

Lia Gervino
Co Vice-Chair, Scholarships and Grants
Learning Forward Foundation
lgervino2@outlook.com
P: 204-404-7474

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, budget template 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	Clearly explains need, shows strong commitment from board, and plans for engagement.	Explains need and shows commitment from participants, includes steps for engagement.	No clear plan for board engagement.	
Description of Effect	Clearly describes the intended impact on board members.	Describes the intended impact on board members.	No description of intended effect.	
Evaluation	Lists clear outcomes and specific evaluation methods in the action plan.	Lists a few outcomes and evaluation methods.	No clear evaluation plan.	
Commitment to Project	Clearly states intent to complete all requirements.	States intent to complete requirements.	Includes only a vague statement of intent.	