



## The Collaborative Learning Team Grant

### Grant Procedure:

1. Develop a proposal (clear question, goal and action plan outline)
2. Obtain commitment from participants
3. Email Collaborative Learning Team grant application to the Pro-D coordinator at [prod@sd72.bc.ca](mailto:prod@sd72.bc.ca)
4. Receive authorization from the Pro-D coordinator before commencing the activity or purchasing materials
5. Update PD coordinator of progress, changes to dates etc.
6. Participate in Showcase of Learning and Submit grant evaluation

Once your application has been considered and approved your team will receive an email with information on accessing funds, how to book your TTOC and any additional information/ necessary forms.

### A note about release time:

When possible, please do not book a TTOC for a Friday or a Monday as they tend to already be busy TTOC days within our district. There is a chance that your release day may need to be rescheduled if there is a TTOC shortage, or if you have requested a day when other events are already taking place.

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*Grant activities, release days and evaluation form must be completed by June 15<sup>th</sup> each year*

*The team contact person will be responsible for submitting an expense form and receipts for any team expenditures. Receipts must be submitted within 60 days of purchase and no later than June 15<sup>th</sup> each year.*

*Funds do not accumulate year to year and any unused portion of this grant will remain in the district pro-d budget*

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# The Collaborative Learning Team Grant

## Purpose:

The Collaborative Learning Team Grant is designed to provide support to groups of teachers who wish to work cooperatively to investigate topics in education beyond those meetings normally expected of teachers. All approved collaborative teams will be required to attend a showcase of learning to share their work. Showcases will happen twice a year, in January and May.

The grant is intended for projects that require commitment over an extended period and that may benefit from an operating budget. Teams may be comprised of teachers from one or more schools. Learning teams may apply for up to \$100 per member to support their work. These funds can be used for the purchase of professional learning materials and/or meeting supplies -including food. Additionally, teams may request up to two days of release time per participant.

## Summary of Grant Uses:

- Up to \$100/participant for pro-d materials, meeting supplies.
- Up to 2 days release time/participant.

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Name and school(s) of participating teachers:

What is the driving question or professional learning goal you hope to achieve through use of this grant?

Briefly describe the action plan/outline for your learning focus. Please include any details regarding resources (human or material) that you hope to include in your collaborative learning time.

Has your team connected with the appropriate school based pro-d committees to seek support for this activity? If yes, what was the outcome? If not, please do so before submitting this application.

What, if any, are other commitments your group has made to this learning (for example – meeting outside of instructional hours).

What is your funding request (cost of materials, number of release days, etc.) Please check all that apply and/or provide additional details specific to your request.

- Two days release for all teachers involved
- Funds up to \$100 per teacher
- Variation on above:

Proposed \_\_\_\_\_ Time(s) of  
Dates: \_\_\_\_\_ Activity/Meeting(s): \_\_\_\_\_

Additional Details:

Collaborative Learning Teams will be required to participate in a showcase of learning and complete a grant evaluation/learning reflection. Showcases of learning will happen twice a year, in January and May. Please indicate which of these showcases you believe will fit your team's learning schedule?