



**BROOKLINE
EDUCATION
FOUNDATION**

*Supporting Excellence in Teaching
& Love of Learning in Our Schools*

COLLABORATIVE GRANTS PROGRAM • 2012-2013

CALL FOR PROPOSALS

APPLICATION DEADLINES:

Collaborative Grant Concept Paper (optional but encouraged): 5 pm, Friday, January 20, 2012

Collaborative Grant Proposal: 5 pm, Monday, March 12, 2012

You may submit via email (preferable) to kathleen_sheehy@brookline.k12.ma.us.

You may also submit by hand or by mail carrier to BEF, 40 Webster Place, Brookline, MA 02445.

ABOUT THE BROOKLINE EDUCATION FOUNDATION

The Brookline Education Foundation (BEF) is a nonprofit organization that raises funds to support excellence and innovation in the Brookline Public Schools. Through its programs, the BEF enriches the professional growth of educators by recognizing and supporting them as they identify and pursue opportunities that will have the greatest impact on their practice, the lives of their students, and on their school communities.

To facilitate this work, the BEF sponsors three categories of grants, Teacher, Collaborative, and Systemwide. Eligible teachers and other educators may apply for Teacher Grants and/or Collaborative Grants. The process for applying for a Collaborative Grant is addressed here.

COLLABORATIVE GRANTS

The BEF strongly supports teachers working with colleagues to learn and create new knowledge and skills. The BEF seeks to support teachers and ultimately impact student learning.

Collaborative Grants

- Provide funds up to \$20,000
- Support meaningful collaborative relationships among staff within a school, in different schools, and/or across different grade levels
- Require the participation of two or more educators and the support, though not day-to-day involvement, of an administrator (principal, assistant principal, dean, curriculum coordinator)
- Are awarded for one or two years
- Are opportunities to employ a 'team' approach to innovations in teaching practice, curriculum design, understanding changes in student populations, etc.

For a complete list of 2011 - 2012 Collaborative Grants, please visit
www.BrooklineEducation.org/grants/collaborative_grants/2012CollaborativeGrants.htm

ELIGIBILITY

Applications from groups of teachers, administrators, or other professional and para-professional personnel are welcome. Each educator must be under contract with the Public Schools of Brookline AND must have the intention of returning to teach in Brookline in the consecutive school year.

GENERAL GUIDELINES

Projects may address any aspect of professional practice and any subject area taught in the Brookline Public Schools. They also may address pressing issues in Brookline education such as differentiated learning, technology in the classroom, or closing the achievement gap. They may aspire to expand the horizons and renew the commitment of teachers through focused immersion in a new or familiar field. Eligible projects related to teaching practice should enhance, but not duplicate, the standard public school curriculum and programs.

Funds may be used to pay such costs as stipends for summer and after school meetings, consultants and/or guest lecturers, travel to professional meetings/research sites, books, tuition, subscriptions, duplicating, postage, and supplies directly related to the project.

Grant applicants are advised to seek funding from sources in addition to the Brookline Education Foundation when their project budgets demand. The BEF will not fund projects that should be funded more appropriately within the school budget. Thus, proposals should not request funds for equipment, textbooks, routine classroom supplies, and regular curriculum development. For example, the BEF would not fund teacher planning time or training required to launch a new curriculum adopted by an individual school or the system as a whole. While we do consider funding coursework, we do not pay for additional fees for graduate credit or certification.

Funded activities may be undertaken over the summer and/or during the school year but may begin no earlier than July 1, 2012.

Grant recipients must complete outcome evaluations for one-year projects and progress reports for two-year projects. These are straightforward documents designed to help the BEF in its future planning. They must be submitted at the completion of the project and accompanied by written or visual materials, if applicable. In addition, collaborative grant leaders will be interviewed by our Oversight Committee once during the school year.

SUBMITTING A CONCEPT PAPER

The purpose of the Concept Paper, which is optional this year, is to enable the Brookline Education Foundation to assess how well the proposed collaboration fits within the BEF's Collaborative Grants program. This summary should be a brief, focused overview of the collaboration with just enough detail to show the potential of the work but should not go into the depth required in a full application.

If the idea meets the criteria described on page 4 of this document, members of the BEF Collaborative Grants Committee will give you feedback as you develop your complete application.

WRITING YOUR PROPOSAL

- **Keep it simple. Convey your passion.**

Professional educators have busy schedules, so we strive to make the process of applying for a grant as simple as possible. Application forms are available on the website at www.brooklineeducation.org and are contained in this packet. Email your completed application to kathleen_sheehy@brookline.k12.ma.us. You may also mail or hand-deliver to the BEF office, 40 Webster Place, Brookline, MA 02445.

We appreciate concise, clear articulations of project plans that convey your passion for the work you propose and your readiness and ability to undertake it. Write succinctly and for a lay audience. Keep in mind that while some members of the BEF's Collaborative Grants Committee are educators, many are not. Communicate clearly how your project will affect you as a professional and the other members of the collaboration.

Include supporting materials such as conference brochures, a bibliography, etc. Reviewers can then understand the details of your plan from these materials and you can devote your narrative to explaining why the proposed activity is so important to you and your colleagues and what you envision its outcome to be.

- **Be sure you address every question in the application.**

Since you will be applying as a group, be sure to request input and agreement to participate from all educators listed on the application. You may also want to take the time to solicit editorial comments and suggestions on your proposal narrative from peers, especially those who may have received a Brookline Education Foundation grant in the past.

- **Think “Big” Picture.**

Talk about your project's anticipated outcomes. Be thoughtful about the ways that your activities will result in a lasting impact on your teaching, your students, your colleagues, and any ways your project can be replicated in other schools. Reflect the Core Values of the Brookline Public Schools in your proposal.

- **Ask for help or more information**

Information sessions will be held from 3:15 to 4:15 on:
Wednesday, January 11 at the Driscoll School library
Thursday, January 26 at the Runkle School library (at Old Lincoln School)

Grant-writing workshops will be held from 3:00 to 5:00 on:
Wednesday, February 8
Tuesday, March 6

All Grant-writing workshops will be held in the School Committee Room on the 5th floor of Town Hall.

The Collaborative Grant application and examples of successful proposals are on the BEF website at www.brooklineeducation.org/resources. If you have questions about the appropriateness of your particular idea, we encourage you to contact Amy Martin, Director of Grants and Program Review, at 617-730-2427; Tracy Paradise, Teacher Leader for Professional Development, at 617-730-2354; or Kathleen Sheehy, Brookline Education Foundation Executive Director, at 617-232-3846. Also, feel free to consult with other members of your school's faculty and staff who have participated in BEF grants in the past.

- **Complete the Budget and Finances Section**

Use the designated budget categories as your guide. Keep in mind that the BEF's grants DO NOT fund salaried positions, regular school activities and programs, retroactive compensation, capital improvements, or equipment purchases that are not specifically related to and necessary for a project's completion. For instance, grants may not be used to purchase a new photocopying machine or a camera for your use. And remember, if you have any questions, don't hesitate to ask!

DEADLINES AND NOTIFICATION

- The optional Concept Paper must be submitted by 5:00 pm on January 20, 2012 in order to be reviewed.
- The application **MUST BE COMPLETE** and received by 5:00 pm on March 12, 2012. No extensions are possible. E-mails will be sent to applicants acknowledging receipt of the application.
- During March and April, the BEF's Collaborative Grants Review Committee meets to review and act on proposals. Award notifications will be sent to applicants by April 15. On May 17, grant recipients are recognized at the Brookline Education Foundation's *Celebrating Teachers* at Newbury College.
- Grant recipients may begin project activities no earlier than July 1, 2012.
- Grant recipients submit outcome evaluations upon completion of project.

REVIEW PROCESS

The Collaborative Grants Committee is comprised of members of the School Department, including past Collaborative Grant recipients, and members of the BEF Board of Directors. The committee will evaluate each application based on the following:

Proposed Collaboration

- The proposed collaboration strengthens and/or transforms the applicants' professional practice.
- The proposed collaboration deepens the applicants' knowledge of a subject or type of learner.
- The proposed collaboration enhances the applicants' repertoire of teaching techniques.
- The proposed collaboration seeks to enhance student achievement.

Project Description

- The ideas informing the proposed collaboration are sufficiently developed.
- The proposed collaboration is well defined and supports system goals.
- The applicants provided helpful or necessary documents to support the application.
- The proposed budget seems realistic given the scope of the applicants' plans.

Outcomes

- The proposed collaboration enhances the applicants' professional practice.
- The proposed collaboration enhances communication among teachers going forward.
- The applicants' students and/or colleagues will benefit from the project, directly or indirectly.
- There are clear plans to share knowledge and perspective gained in the course of the project.