

# 2023-2024 Collaborative Learning Team Grants

## GUIDELINES FOR FUNDING PROPOSALS

The Manitoba Teachers' Society is committed to supporting collaborative learning teams with grant funding. These grants support teacher-initiated professional learning that focuses on problems of practice to improve instruction and ultimately student learning. These projects will take the form of **action research and/or study groups** and may be funded up to \$4000.00 per group.

The MTS CL Team Facilitator will provide support and guidance to the collaborative learning team at their meetings as they move through the inquiry process. This will include help with refining a study focus, looking at current research, developing a plan, reflecting and analyzing information collected, and preparing a plan to share the research.

### Project Requirements

1. The proposed project is a collaboration among a group of **four or more** members of The Manitoba Teachers' Society. One person in the group is designated as the Team Leader.
2. Clear learning focus, rationale, and plan are outlined.
3. The group is committed to pursuing a project that brings teachers together to study and implement promising practices in one of the following areas:
  - a. Classroom instruction and/or management approaches,
  - b. Curriculum planning and assessment,
  - c. Classroom culture, climate and inclusive education,
  - d. Indigenous education,
  - e. Equity, social justice, and diversity, or
  - f. Collaborative learning and teaming.
4. Project activities and purposes are consistent with school, Local, division, and MTS policies (Each group is responsible for obtaining the required permission prior to the initiation of the project).
5. Proposal includes a draft meeting schedule and projected expenditures. Please note that meeting times must adhere to the collective agreement, including taking place outside of teacher preparation time. This requires that release time be provided.

### Funding Parameters

1. Funds may be used to cover the costs of:
  - release time (substitute teachers),
  - mileage to meeting sites and meal expenses of the group members (as per MTS policy), and/or
  - professional learning books or study materials needed to further the work of the group (to a maximum of 20% of total funding).
2. Project ideas may grow out of involvement in other committees or university courses but funds **may not** be used to:
  - support research activities that are to be used for academic credit as part of a university course or the equivalent,
  - conduct programs or research sponsored by other bodies,
  - purchase “packaged” materials or programs for instructional purposes,
  - purchase electronic devices, or
  - purchase equipment and/or instructional supplies for the classroom, school or community.

### Reporting Requirements

1. A final report of the collaborative learning team project must be submitted by **May 31, 2024** at the latest. A template will be provided.
2. Projects **must include** plans for sharing results with teaching colleagues through, but not limited to, presentation at conferences and/or meetings, and/or publication of reports in professional newsletters or journals.

### Timelines

**\*\*Timelines must be adhered to in order to receive the CL Team Grant\*\***

October 23, 2023	Application deadline, including all Member Intent Forms
November 2023	Notification of project approvals
November 6, 2023	Team Leaders are invited to attend an Orientation Session
November 2023	50% funding advanced to teams upon confirmation of three Collab-Lab dates with CL Team facilitator
May 31, 2024	Final report and financial overview (expenses, receipts, etc.) due
June 2024	Remaining 50% funding forwarded upon receiving final report and completion of three Collab-Labs with CL Team facilitator

### Contact

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