

# 2024–2025 Application Form

## Collaborative Learning Team Grants

*This is available to MTS members only.  
Please note: Project results and reports will be shared.*  
**Deadline: October 21, 2024**

### PROJECT TITLE

SCHOOL DIVISION/LOCAL

SCHOOL(S)

TEAM LIAISON NAME

TELEPHONE

EMAIL

## Application Checklist

As you are preparing your application, check off each item to ensure that all requirements are met before submitting:

	Read the Guidelines for Proposal on next page to ensure that you adhere to the project requirements and expectations
	Read the Responsibilities of the Team Liaison and Team Facilitator on page 5 of this document
	Consult with Principal regarding the intent, scope and expectations of the proposed project
	Gather project team participants
	Ensure all project members are MTS members
	Set at least 3 tentative Collaboration Sessions between November and May as they fit with school/teacher calendars
	Prepare projected expenditures: <ul style="list-style-type: none"> <li>• Gather anticipated resource costs</li> <li>• Double check substitute costs per divisional collective agreement</li> <li>• Set meals/snack budget</li> <li>• Determine mileage budget for Collaboration Sessions based on current member reimbursement rates</li> </ul>
	Distribute Collaborative Learning Grant Participant Information and Member Impact Form to all participants (up to 12)
	Gather and submit the following by October 21, 2024: <ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Member Impact Form for EACH project participant (<i>printed as PDF to flatten fillable fields</i>)</li> </ul>

If your application is selected for funding, you will receive a confirmation letter stating the approved amount and next steps to start your project.

## GUIDELINES FOR 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 per group.

The MTS CL 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 Liaison.
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, Division, Local 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.
6. The assigned MTS CL Facilitator must be included in three Collaboration Sessions. Failure to adhere to this requirement will result in the withdrawing of funds.

*Please note: The type of inquiry project, number of teachers involved, impact on teacher practice and agency and regional representation are some factors that will be considered during the approval process.*

### 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 per MTS policy; and/or
  - professional learning books or study materials to further the work of the group up 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 and Breakdown of Expenditures for the collaborative learning team project must be submitted by June 9, 2025 at the latest. A template of the report and breakdown will be provided.
2. Projects **must include** plans for sharing results with teaching colleagues through, but not limited to, presentation at conferences, meetings, and/or publication of reports in professional newsletters or journals.

### TIMELINES

October 21, 2024	Application deadline, including all member intent forms
November 2024	Notification of project approvals and cheques for resources mailed out
November 2024 - May 2025	Three Collaboration Sessions
June 9, 2025	Final Report with Breakdown of Expenditures, release time invoices, etc. due

1. What will be the learning focus of your project and what do you hope to accomplish?

2. What gap in teacher learning will you address? (choose and describe ONLY one gap):

- **Knowledge gap:** Are you going to dig deeper to understand and gain information/knowledge about the topic to inform and change your practice?
- **Implementation gap:** Are you needing the time to plan and implement a new practice?
- **Teaching-learning gap:** Are you noticing that current practice is not seeing the desired results in student learning success?
- **Expectations gap:** Are you noticing that students are not demonstrating quality work and want to dig deeper into your practice to improve student work?

After choosing one gap, describe what you are noticing in your classrooms/school(s) and elaborate on the question according to the selected gap above.

3. What prior experiences/learning has the group had on the topic of the project? What have you tried so far?

4. What resources/information will be used to help address your learning gap and to help the group engage in reflections and planning?

WHAT? LIST RESOURCES	WHY? EXPLAIN WHY YOU CHOSE THIS RESOURCE TO HELP GUIDE THE GROUP'S WORK	ANTICIPATED COST WHAT IS THE TOTAL COST OF EACH RESOURCE?
1.		
2.		
3.		
4.		

- 5. How are we scheduling our time?** If your project is selected, you will be required to work with the Team Facilitator for three Collaboration Sessions. Failure to include the Team Facilitator will result in the withdrawing of funds. The facilitators have prepared materials and discussion protocols to guide the team through the various stages of action research.

<b>MEETINGS</b>	<b>ANTICIPATED COLLABORATION SESSION DATES</b> REQUIRED SESSIONS WITH ASSIGNED FACILITATOR	<b>PURPOSE AND GOAL OF COLLABORATION SESSION</b> AFTER EACH SESSION, TEAMS SHOULD ACCOMPLISH THE FOLLOWING:
**Meetings must adhere to the collective agreements including occurring outside of preparation time.	Collaboration Session #1	<ul style="list-style-type: none"> <li>• Refine study question;</li> <li>• Understand the action research process; and</li> <li>• Plan next steps and work to be accomplished by next Collaboration Session.</li> </ul>
	Collaboration Session #2	<ul style="list-style-type: none"> <li>• Discuss data sources;</li> <li>• Reflect on process and progress;</li> <li>• Address barriers; and</li> <li>• Plan next steps and work to be accomplished by next Collaboration Session.</li> </ul>
	Collaboration Session #3	<ul style="list-style-type: none"> <li>• Look at change in practice;</li> <li>• Celebrate successes;</li> <li>• Share final products;</li> <li>• Fill out end of Post-Project Member Impact Forms and print to PDF for submission; and</li> <li>• Determine next steps to continue learning.</li> </ul>
	Additional dates, if applicable	Provide a description of intended goals for each additional Collaboration Session.

**6. Equity**

- a. How will the project engage team members to use their voice and develop practical skills to effect change?**

- b. How does this project allow for network and coalition building among members to effect change?**

## PROJECTED EXPENDITURES

BUDGET	MTS CL GRANT	IN-KIND CONTRIBUTIONS	EXTERNAL FUNDING SOURCE
<b>Release Time</b> INCLUDING MEETING DATES			
Collaboration Session #1:			
# of Members	Sub Cost per Member		
Collaboration Session #2:			
# of Members	Sub Cost per Member		
Collaboration Session #3:			
# of Members	Sub Cost per Member		
Additional meeting date, if applicable:			
# of Members	Sub Cost per Member		
Additional meeting date, if applicable:			
# of Members	Sub Cost per Member		
<b>Mileage</b> CALCULATE MILEAGE BASED ON CURRENT MEMBER REIMBURSEMENT RATES I.E. \$0.68/KM			
<b>Meals/Snacks</b>			
<b>Professional Resources</b> LIST BELOW – NOT TO EXCEED 20% OF TOTAL GRANT			
<b>TOTAL</b>			

**\*\* Cheque will be made payable to your school or the school of the Team Liaison where multiple schools are involved.**

**Please use the below space to add any further details to this application.**

**Responsibilities of the Team Liaison**

- Oversee the collaborative learning team plan in consultation with the CL Team Facilitator from MTS;
- Book meeting rooms including technological equipment needed by the CL Team Facilitator, provide photocopies and refreshments for participants;
- Work with CL Team Facilitator to determine the meeting logistics; and
- Submit final report including a breakdown including a breakdown of the budget to MTS by June 9, 2025.

**Responsibilities of the CL Team Facilitator**

- Connect with Team Liaison when project has been approved;
- Support with the planning and organization of material for each Collaboration Session; and
- Facilitate three Collaboration Sessions throughout the year.

*The type of inquiry project, number of teachers involved, impact on teacher practice and agency, and regional representation are some factors that will be considered during the approval process.*