

**ACTIVE LEARNING CENTER**
GRANT PROPOSAL

Please use this Microsoft® Word template to apply for the grant. We recommend that you reference the *Steelcase Education Active Learning Center Proposal Guide,* which contains helpful context and details, as you complete this form.

Register and submit your completed proposal electronically at [**Steelcase.com/activelearningcenter**](https://www.steelcase.com/discover/information/education/active-learning-center-grant/#overview_how-to-apply).

Due to the high volume of grant proposals we receive, it is not possible for us to respond to requests for feedback from individual applicants.

Submission deadline is Friday, February 10, 2017. Thank you for your interest in active learning.

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| --- | --- |
| EDUCATIONAL INSTITUTION: |   |
|  |  |
| Grades 6 – 12 [ ]   | College/University [ ]   |

 Top of Form

Bottom of Form

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| --- | --- |
| PRIMARY CONTACT: |   |
| TITLE: |  |
| ADDRESS: |  |
| CITY / STATE / ZIP: |  |
| PHONE: |  |
| EMAIL: |  |

Please tell us how you heard about this grant opportunity?

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Applied Previously | [ ]  Architect/Designer | [ ]  Article or Publication | [ ]  Colleague |

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Professional Association | [ ]  Social Media | [ ]  Steelcase Dealership | [ ]  Steelcase Employee |

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| [ ]  Tradeshow or Convention | [ ]  Other |  |  |

Classroom description

Describe the classroom you will designate for the Steelcase Education Active Learning Center:

|  |  |  |  |
| --- | --- | --- | --- |
| Number of students  |  | Grade level |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Room length |  | Room width |  | Room height |  |

Indicate which classroom application is most appropriate to support your educational needs. (See the four classroom descriptions on pages 11 – 14 of the *Proposal Guide*.)

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| [ ]  **Active Learning Classroom 1** |
| Adjustable-height desking creates tiered rows for easy, equal viewing |

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| [ ]  **Active Learning Classroom 2** |
| Informal, versatile space encourages exploration and problem solving |

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| [ ]  **Active Learning Classroom 3** |
| All-in-one classroom creates zones to support key activities |

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| [ ]  **Active Learning Classroom 4** |
| Ultimate choice and control for students and instructors  |

Insert photos of the current classroom space in the boxes below.

## Please include a maximum of four photographs, and note that this document’s file size must not exceed 10 MB (megabytes).

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Classroom description (continued)

## In the space below, indicate how your educational institution will renovate the existing space, if required, to accommodate the Steelcase Education Active Learning Center.

## Note: the classroom is expected to have updated floor covering, paint, lighting, etc. as part of the renovation.

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Educational philosophy

In the space below, describe the following:

* Desired teaching methods you want to achieve
* Credentials of the staff member(s) who will be responsible for the Active Learning Center Grant two-year program
* How the instructor(s) using this classroom will be selected

*Maximum 500 words*

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Expected impact

Describe the ways you believe the Active Learning Center can have an impact on teaching and learning and support your desired teaching method. (See page five of the *Proposal Guide* for an overview of grantee research expectations, and page six for a list of potential research topics.) *Maximum 500 words*

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Measurement method(s)

Describe how you will measure the impact of the Active Learning Center for students and for instructors. Minimally, this method involves the pre- and post- occupancy measurement tool administered by Steelcase. We encourage you to use this space to describe any additional measurement methods.

 *Maximum 300 words*

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Disseminating findings and insights

Describe how your educational institution will share your results (see the “Dissemination” section on page 5 of the *Proposal Guide*) within your institution and with external audiences throughout the two-year grant period.

 *Maximum 300 words*

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Project timeline

Provide a timeline indicating the chronological order in which the required activities of the grant will be undertaken, including the lead person responsible for each activity. (Activities include: Administration of the Steelcase pre- and post-occupancy measurement tool, your own impact measurement activities, dissemination of findings and insights, writing an annual report each year.)

 *One page maximum*

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Commitments of grant recipient
(confirmed in three-party agreement)

## We understand that the Steelcase Education Active Learning Center Grant classroom options have been carefully developed and designed by Steelcase Education, and that no major furniture substitutions will be allowed. Minor changes for best use and fit in an awarded classroom will be discussed with each grant recipient.

## We have reviewed, understand and agree to all the commitments of a grant recipient as described in the Active Learning Center Grant Proposal Guide.

|  |  |
| --- | --- |
| Name of school representative: |  |
| Signature: |  |
| Title: |  |
| Date: |  |

[ ]  Steelcase Education has my permission to use images of my classroom for any purposes in connection with promoting the Steelcase Education Active Learning Center Grant and its activities, which may include advertising, promotion and marketing. No institution names will be used in these promotions or activities.

[ ]  Our institution would like to be contacted by a Steelcase Education representative to speak about products, insights or research as it relates to our learning spaces.