**Teacher Learning and Leadership Program (TLLP)**

Proposal Application Form

# 1. Before you begin

* Visit the ministry’s [TLLP website](http://www.edu.gov.on.ca/eng/teacher/tllp.html) for tips on how to create an effective project proposal ([TLLP – Ideas and a Plan video](http://www.edu.gov.on.ca/eng/teacher/videos.html)) and [TeachOntario](https://www.teachontario.ca/community/explore/tllppke) to review the TLLP Program Guidelines, FAQs and access other helpful resources for applicants. You can also find these support documents on [OTF’s website](https://www.otffeo.on.ca/en/learning/teacher-learning-and-leadership-program/).
* Talk with your principal, past TLLP participants and other contacts from your board (if possible) to learn about important protocols (e.g. for procuring resources and/or technology, estimated costs of release time, etc.) and to enlist their support.
* For more inspiration, visit [TeachOntario](https://www.teachontario.ca/community/explore/teachontario-talks) for illustrative examples of past TLLP projects!

# 2. Tips for reviewing

**Reviewing the following questions may help you increase your chances of a successful application:**

* Does the proposal clearly state and support the development of **my own** professional learning goals (e.g. developing skills with technology; developing greater knowledge of a particular discipline; improving communication skills; working with adult learners, etc.)?
* Is my plan for learning (Section 4) balanced by a robust plan for sharing (Section 5), with a number of activities considered (e.g. working with other teachers in their classroom, written resources, blog, facilitating workshops, presenting at conferences, social media, etc.)?
* Is strong rationale provided for the activities and proposed resources I’ve outlined in my learning and sharing plans?
* Do my budget amounts align with the activities/purchases proposed and are my subtotals and totals accurate?
* Have I checked to confirm that the budget amount for proposed technology purchases does not exceed half of my total project budget?

# 3. Ready to submit?

* Please send a signed copy of the Proposal Application Form to the Director of Education of the school board or Supervisory Officer of the school authority.
* Please also send the completed form in its **original Word formatting** to the team at the Ministry of Education **(****TLLP-PALPE@ontario.ca**). The team can also be contacted at this email if you encounter any difficulties using the form.

**Questions or comments? Contact us at** **TLLP-PALPE@ontario.ca****!**

**Thanks for your interest in the TLLP!**

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# Proposal Application Form

**Deadline for submission: November 24, 2017**

(Please send the signed copy to your school board and an electronic original Word form to TLLP-PALPE@ontario.ca)

##  Section 1: Applicant(s) Information:

**Is this an individual or group application?:** Individual: [ ]  Group: [ ]

**If this is a group project, indicate total of members on the team (including the group lead):**

**First Name (if group project, provide group leader’s name):**       **Last Name:**

**Work Phone Number:**       **Work Email Address:**       **Alternative Email Address:**

**Current Permanent Teaching Assignment including grade** (occasional teachers and teachers working in system level or administrative positions cannot lead a TLLP project however, these educators can provide extremely valuable input as team members):

**Total Years Teaching Experience:**

**Students Engaged in Project:** Elementary Students: [ ]  Secondary Students: [ ]  Elementary and Secondary Students: [ ]

**Name of Current School:**

**Name of Current School Board** (full name, no acronyms):

**How did you hear about the TLLP?** (check all that apply):

I’ve led a TLLP project before [ ]  I was a member of a past TLLP project [ ]  I was a recipient of past TLLP sharing [ ]

Through my Principal/ or Supervisory Officer [ ]  Communication from my School Board [ ]  Teach Ontario [ ]  Other [ ]  (please share):

**Additional Group Members’ Information (if a group application)**

| **Name** | **Position/Assignment (e.g. teacher, teacher librarian, Special Education Resource teacher, educational assistant, etc.)** | **Work Email** |
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| **Section 2: Declarations**  |
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| Applicant(s): should this proposal be successful, I (we) declare that I (we) will comply with the [TLLP Program Guidelines](https://www.teachontario.ca/servlet/JiveServlet/downloadBody/4982-102-1-8140/2017-18%20TLLP%20Guidelines%5B1%5D.pdf) and will carry out the project as described. I (we) will ensure that the activities and materials produced do not infringe on any third party intellectual property or copy right.  |
| **Applicant Name** | **Signature** | **Date** |
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* I am aware and supportive of this proposal and that it will be submitted to the school board for consideration.

| **Principal Name** | **Principal Email Address** | **Signature**  | **Date** |
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*\*If other schools are involved in this professional learning project proposal, attach an additional signed declaration from each school principal. For applicants who are daily occasional teachers, this declaration should be signed by the person they report to at the board.*

##  Section 3: Project Proposal

1) **The TLLP is intended to provide teachers with a unique opportunity to pursue their own personal and professional learning goals. What specific learning goals will you and your team focus on and develop through this project?** (Please keep your response to 150 words, point form is acceptable. See Appendix A of the [TLLP Guideline](https://www.teachontario.ca/servlet/JiveServlet/downloadBody/4982-102-1-8140/2017-18%20TLLP%20Guidelines%5B1%5D.pdf) for Characteristics of Effective Professional Learning)

2) **Please provide a brief summary of your project plan** (maximum of 150 words, point form is acceptable):

3) **Describe how your project will contribute to increasing student learning and development** **and support** [**Ontario’s goals**](http://www.edu.gov.on.ca/eng/about/renewedVision.pdf) **of excellence, equity, and well-being for students** (maximum of 150 words):

4) **What are the key themes of your project?** (pick up to three themes – one from each of the drop down lists below):

                   Other:

5) **Project title:**

| Section 4: Plan for Your Professional Learning |
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| **How will you plan to develop your own professional learning goals (as outlined in question 1)?** Please ensure that goals, activities, measurements and budget are aligned (i.e. activities in the second column should align with the goals(s) identified in the first column as well as the budget in the fourth column |
| **Goals:**What are **your own** professional learning goals in this project? | **Activities:**Describe the school based, board and/or provincial level activities you and your group will undertake during this proposed project in order to achieve your professional learning goals (please include approximate timelines)See [Sample Activities](http://api.ning.com:80/files/XV4h3WhRBOF6j1Jyr3Pd5WbgVjl2Yt6iHZJ0ZYHuNlP3cPpVuz3ZraZf8g8qWGTUvhniNXbfbK9UhvYNYaWK6PWisBDgt0q9/201617SampleLearningActivitiesforSection4.docx) for ideas | **Measures:**What evidence will you collect to determine if you have met your professional learning goals for this project (e.g. surveys, interviews, student achievement data, etc.)See [Sample Measures](http://api.ning.com:80/files/XV4h3WhRBOH4g-hF4ZePOUSjzpLLy11uVBd7P6b7rcBKCSH%2AudjuS3IFqQjcFrqt%2AZWq8hM2qH6LgRvdIH7yXqOrITHhRD9K/201617SampleLearningMeasurementsSection4.docx) for ideas | **Budget:**Indicate the budget for each activity and measurement (e.g. the amount of release time =, the board’s rate to cover occasional teachers’ costs, the cost of resources and technical training etc.). Please note that the maximum amount available for any TLLP project is **$30,000.**Please review [the Budget Tip Sheet](http://api.ning.com:80/files/XV4h3WhRBOHVIftc%2AaATPJGI3qE1kU%2ALWjTwwKuLdU2sDC%2Aqtcq8AqG0m64VIfv6VeLz3sLIGHEhorLtzowZWVUIyhGJ3lua/201617DevelopingaBudgetforaTLLPProjectTipSheet.docx) when drafting your budget.  |
|  |  |  | **Expenses**  | **Technology (if applicable)** |
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|   |   |   | Subtotal: $      | Subtotal: $      |
|   |   |   | Total Professional Learning Budget: $      |
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***\*As per the project guidelines, amounts for technology must not exceed over half of the total project budget. Please consider all applicable taxes for any purchases.***

| Section 5: Plan for Sharing |
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| **How will other teachers and educators outside of your team know about the learning you’ve done through your TLLP?** Please ensure that goals, activities, measurements and budget are aligned (i.e. activities in the second column should align with the goals(s) identified in the first column as well as the budget in the fourth column |
| **Goals:**Describe your goals in sharing your project’s learning (e.g. within your school, other school teams, schools in other boards, etc.)  | **Activities:**Describe how your learning will be shared (e.g. written resource, teacher/school kit, working with other teachers in their classrooms, facilitating workshops, podcast, webcast, video conferencing, blogs, Google Docs, etc.) Visit the [Knowledge Network for Applied Education Research](http://www.knaer-recrae.ca/) for interactive examples and see [Sample Activities](http://api.ning.com:80/files/XV4h3WhRBOHuHJ5qxIZio0TaLWhpmyonOTFOUMOJvBx5K7A%2Atpg7n%2ARROcygAAVtfbrpH4%2A-At71grKFzr5MbWo%2AmMrCAtQw/201617SampleSharingActiviesforSection5.docx) for ideas | **Measures:**Describe the measures you will use to determine the effectiveness of your sharing activities (e.g. feedback, portfolios, surveys, interviews, student achievement data, Google Docs, etc.)See [Sample Measures](http://api.ning.com:80/files/XV4h3WhRBOEZtasyysK8db2d8UcWSWXycVMS2mWS62ByQdV3PXO1YUF6yFYcuhkEaYl9bGi5MxRs27heNXis3NASXWZ1pnYk/201617SampleSharingMeasurementsSection5.docx) for ideas | **Budget:**Indicate the budget for each activity and measurement (e.g. the amount of release time you will need, the board’s rate to cover occasional teachers’ costs, the cost of resources and technical training etc.). Please note that the maximum amount available for any TLLP project is **$30,000.**Please review [the Budget Tip Sheet](http://api.ning.com:80/files/XV4h3WhRBOHVIftc%2AaATPJGI3qE1kU%2ALWjTwwKuLdU2sDC%2Aqtcq8AqG0m64VIfv6VeLz3sLIGHEhorLtzowZWVUIyhGJ3lua/201617DevelopingaBudgetforaTLLPProjectTipSheet.docx) when drafting your budget. |
|  |  |  | **Expenses** | **\*Technology (if applicable)** |
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|   |   |   | Subtotal: $      | Subtotal: $      |
|    |   |   | Total Sharing Budget: $      |
| **Section 6: Total Project Budget (Sum of Total Budgets for Section 4 and Section 5)** | **\*Total Project Budget:****$** |

***\*As per the project guidelines, amounts for technology must not exceed over half of the total project budget. Please consider all applicable taxes for any purchases.***