Cycle 5
Grant Proposal Guide

Active
Learning
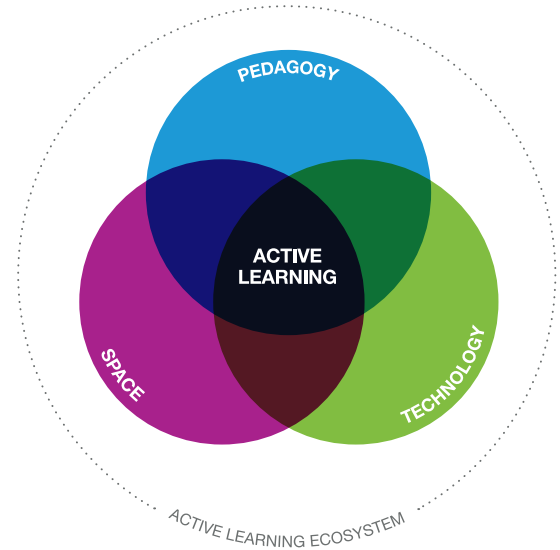# Center

Steelcase

EDUCATION

Advancing
Active Learning

Steelcase has a passion for understanding how teaching and learning take place — and how smarter, more active environments can help. That's the focus of our research and innovation in furniture and tools for learning spaces.

We partner with schools, colleges and universities to create effective, inspiring learning environments to meet the evolving needs of students and educators. Learning happens everywhere, and so our solutions span classrooms, libraries, cafés – and many spaces in between.

We help create active learning ecosystems that recognize the independencies between pedagogy, technology and space – and support and strengthen all three as an integrated whole.

Any change can be challenging – including the change from passive to active learning strategies. Because intructors play a pivotal role in leading this change, we offer onsite training to help them make the most of settings designed to support active learning.

Grant overview

The Active Learning Center Grant invests in visionary educators and educational institutions that promote the advancement of active learning.

As a grantmaker, Steelcase Education seeks to identify and support leading educators and educational institutions looking to implement and expand active learning initiatives by leveraging physical learning space. We are interested in understanding how pedagogy, technology and the built environment can work together as a holistic ecosystem to support active learning.

Annually, up to 16 grants are awarded to classrooms for grades 6 – 12 or within a college or university, and located in the United States, U.S. Territories, Puerto Rico, Canada or Mexico. The grant provides one active learning classroom, including furniture, design review, installation, onsite training and access to our Learning Environment Evaluation measurement tool. Grant recipients choose from four types of classrooms designed for up to 30 students, valued at $67,000. See the four classroom options on pages 12 – 15 to determine which one will be most effective to support your pedagogy.

Grant recipients agree to provide sufficient dedicated space, participate in Steelcase training onsite at the recipient institution, and conduct and share research over a two-year period.

An opportunity to learn and share

Steelcase Education Active Learning Symposium

In the fall of 2019, Steelcase Education will host the third Active Learning Symposium in Grand Rapids, Michigan. It's a learning and sharing experience designed for the past and present recipients of our Active Learning Center Grant.

Alongside instructors and administrators who work in grades 6 – 12 and higher education, grant recipients will have an opportunity to reflect on real-life experiences in teaching in an active learning space, discuss the impact of space on student learning, and explore ways active learning strategies and spaces can prepare students for the future world of work.

Key Facts About the Grant

STUDENTS PER CLASSROOM

up to 30

ELIGIBLE CLASSROOMS

grades 6 – 12, colleges and universities

NUMBER OF GRANTS

up to 16

GRANT VALUE

$67,000

Grant parameters

Steelcase Education is committed to the advancement of active learning through Active Learning Centers. Grants awarded include the expectation that each grant recipient supports this objective in a few key ways.

Commitment of all parties

Three-Party Agreement: This document establishes the grant conditions. Each awarded grantee and official institutional representative, Steelcase Education and the installing dealer are required to sign the agreement.

Commitment of Steelcase Education and our installing dealer to each grant recipient

Installation: Installation of an Active Learning Center (agreed-upon classroom furniture chosen from classroom options on pages 12 –15).

Training: Grant recipient educators receive onsite training in the use of the Active Learning Center classroom furniture.

Evaluation: Administration of the Steelcase Education Learning Environment Evaluation measurement tool (more information found on page 5).

Signage: Updated space receives signage designating it as a Steelcase Education Active Learning Center.

Communications: Availability of Steelcase Education communication materials to help grant recipients disseminate information about their award and the Active Learning Center experience.

Public Relations: Steelcase Education public relations activity promoting the Active Learning Center Grant and Cycle 5 recipients.

Grant parameters continued

Commitment of the grant recipient

Classroom: Provide a dedicated classroom with square footage appropriate to the selected classroom layout (layout options and square footage requirements are specified in the final section of this guide). Institutions with smaller classrooms than those shown will be considered if square footage per student minimums are met. Recipients must make a commitment to update floor covering, paint, lighting, etc., if necessary. Photos of the current space must be included with the grant request (proposals will not be judged based on current conditions). Recipients must select one of the four available classroom options. While minor changes from the selected layout may be considered with each recipient, this grant does not permit major product substitutions or layout alternatives that would change the design intent and use of the space in a substantial way.

Training: Participate in Steelcase Education training in the use of Active Learning Center furniture – and commit to cascade/share training lessons learned with educators new to the space throughout (and ideally beyond) the grant period.

Research: Conduct research to answer the general questions: *What impact does the new Active Learning Center have on supporting your desired pedagogy, teaching, learning and student success? Why?* This research should be conducted with the design and methods of the grantee's choosing in addition to the Learning Environment Evaluation measurement tool administered by Steelcase. See page 7 for further guidance on research planning.

Continuity: Ensure that someone at your institution serves as the primary contact for the Active Learning Center Grant throughout the grant period. Should your original contact person leave your institution for any reason, please notify Steelcase and assign a new contact to support the research requirement.

Learning Environment Evaluation measurement tool

The Learning Environment Evaluation measurement tool is an online survey resource developed by Steelcase Education to evaluate the effectiveness of teaching and learning in new active learning classrooms. Two versions of the tool are available: one evaluating the learning experience of students and one measuring the teaching experience of instructors.

Both versions assess collaborative, communicative, critical thinking and creative behaviors and practices in the classroom. The tool also gathers feedback on relationships, expectations, engagement and movement within the classroom. The surveys take five to seven minutes to complete.

We recommend administering the tool prior to any environmental change in the classroom and also shortly before the end of the semester. Steelcase Education will work with each grantee to determine the best timing, and distribute a report with results. Information identifying survey respondents will not be collected as a part of this evaluation.

If your institution must vet such evaluations with an Internal Review Board (IRB), Steelcase Education can supply copies of survey questions in advance to support this process. Please send requests of this type to steelcase@activelearningcentergrant.com.

Grant parameters continued

Commitment of the grant recipient

Annual Report: Complete an annual report (each year during the two-year commitment of the grant) that incorporates all the specific results of your research (Learning Environment Evaluation measurement tool, results from additional assessments and progress toward your measures of success), insights into active learning and actions taken to disseminate your learnings to key internal and external audiences. Content from recipient annual reports may be used in Steelcase materials (annual report template will be provided).

Dissemination: Create a dissemination plan for how you will share your specific findings and insights with internal and external audiences. Recipient may elect to disseminate results separately or jointly with Steelcase Education (e.g., case studies, white papers, presentations and/or co-presentations). In either case, the recipient and Steelcase Education must be referenced in one another's materials.

Signage: Ensure the classroom includes signage designating it as a Steelcase Education Active Learning Center (signage provided by Steelcase Education).

Access: Provide Steelcase Education and the installing dealer with reasonable access to the Active Learning Center for purposes of sharing the installation with other educational institutions in the area (Steelcase Education will request access at least two weeks in advance whenever possible). Maintain a list of organizations that visit your classroom and turn in that information on the annual report.

Communications: Grant Steelcase Education permission to use the name of your institution and other agreed-upon content (e.g., research, annual reports, videos, case studies) in Steelcase Education communications.

Research planning

To be considered for the award, Active Learning Center Grant applicants must propose a plan of research and dissemination as described on pages 5 and 6.

While all such research must attempt to answer the question: *What impact does the Active Learning Center have on supporting your desired teaching, learning and student success?,* the specific topic of your research should be chosen from one of the four themes on the list provided at right.

In addition to the qualitative and/or quantitative research methods you propose, your research must include the Learning Environment Evaluation measurement tool provided by Steelcase Education.

Choose from these research topics

Engaged Learning Experiences

Examples include:

- Student-driven learning
- Problem-based learning
- Project-based learning

Instructor Experiences

Examples include:

- Instructor mindset change
- Training and professional development

Non-Cognitive Factors

Examples include:

- Student mindset
- Socio-emotional skills and wellbeing

Emerging Technology Integration

Examples include:

- Personalized learning
- Blended learning

Understanding our intent

Steelcase Education is committed to achieving lasting change that promotes active learning.

Through our grantmaking, we support innovative thinkers, educators and educational institutions working to accomplish this through use of Active Learning Centers. Because our mission is deep and our resources are limited, we carefully target our support where we believe it can be most effective and create the greatest impact.

In Cycle 5, we will evaluate and select proposals from institutions that best demonstrate these characteristics and attributes:

• Academic institutions that focus primarily on formal, instructor-led learning in designated classrooms

• Educational strategies of the institution that align with active learning philosophies

• Robust plans for completion of research as described in this guide

• Thoughtful and comprehensive plans to disseminate learnings over the two-year grant cycle

• Overall quality of the proposal (describing the anticipated impact an active learning space will have on the learning experience and ultimately student success)

Proposals are reviewed and grant recipients are selected by the Steelcase Education leadership team. 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.

Tip: To sharpen your proposal, plan to join our webinar, "Smart Strategies for an Active Learning Center Grant," held on December 11, 2018, at 1:00pm EST.

What we do not fund

Steelcase Education makes grants that align with our mission and focus to advance active learning educational issues.

• We do not provide funds for projects related to health, sports or early childhood education

• We do not fund student projects

• We do not fund projects solely intended for the purposes of advocacy

Tracking progress

While Steelcase Education welcomes questions and updates throughout the two-year grant period, we keep in touch and track progress in two primary ways:

Site visits. Steelcase Education representatives will visit the installed Active Learning Center at least two times during the two-year term of the grant.

Reporting. During the two-year grant period, recipients are required to submit annual reports at the end of each year outlining research from the school year; these are reviewed by Steelcase Education for compliance with the grant terms.

Two-year grant award cycle

December 3, 2018	Opening date for submitting grant proposals
December 11, 2018	"Smart Strategies for an Active Learning Center Grant" webinar
February 1, 2019	Closing date for submitting grant proposals
March 22, 2019	Grant recipients announced
April 26, 2019	Signed agreements received from all grant recipients
May 31, 2019	Classroom design and specifications complete
June 3, 2019	List of all instructors who will teach in room identified
June 14, 2019	Classroom orders placed
July – August 2019	Installation of Active Learning Centers
July – September 2019	Training for grant recipients
September 2019 – August 2021	Two-year cycle of communication with grant recipients, grant applicants, interested audiences
June 26, 2020	First annual report submitted
June 25, 2021	Second annual report submitted

Applying for a grant

Prior to applying for a grant, we recommend reviewing the following resources to gain familiarity with Steelcase Education and our approach to active learning:

• Insights + Applications Guide
• A Revised Lesson Plan for Student Success
• Personalized Learning – A Guide to Student Engagement
• Previous ALC Grant Research Summaries

Questions?

If you have questions related to our grant guidelines, submitting a grant proposal or other issues, please email us at steelcase@activelearningcentergrant.com.

We will respond to all inquiries within two business days. In addition, all FAQs will be posted on Steelcase.com/activelearningcenter weekly.

The Steelcase Education Active Learning Center is not related to grants issued by the Steelcase Foundation or to the work of Steelcase Corporate Relations.

Steelcase Education supports equal opportunity in its grant making and internal policies.

**Active
Learning
Center**

Grant Award
Classroom Options

Active Classroom

Learning in motion

Listening. Collaboration. Independent reading. With a variety of flexible furniture choices, this classroom invites students and instructors to adjust the environment to suit the flow of learning throughout a class period. Tables and chairs easily move to form different configurations or flip and stow out of the way for maximum agility.

Benefits

- Blended solutions let students choose the best support for their learning needs – including a lounge for mentoring, focus or collaboration.
- Verb personal whiteboards encourage creativity and sharing, and provide privacy during assessment; larger shared whiteboard supports co-creation and collaboration.
- Chevron table shape supports easy viewing, linking students to content and each other, and instructors to students for monitoring and just-in-time assessment.
- Airtouch height-adjustable worksurface encourages healthy posture change.
- Thread brings power off the floor with a clean, accessible user interface.
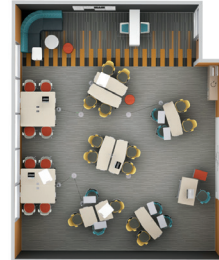

(Computers and monitors not included)

Classroom features included

- Verb Chevron Flip-Top Tables
- Node Mid Back Stools
- Node Chairs
- Campfire Lounge Seating
- Campfire Paper Table
- Thread
- Flow – a3 Ceramic Steel
- Buoy
- Bivi Depot Storage

- Mobile Pedestal
- Verb Keystone Tables
- Verb Rectangle Tables
- Verb Personal Whiteboard
- Verb Walltrack
- Campfire Slim Table – Standing Height
- Campfire Skate Table
- Airtouch Worksurface

Note: Furniture substitutions are not permitted for the purposes of this grant. Thread power distribution is optional but must be placed under carpet provided by the grantee educational institution. The grantee is responsible for hiring an electrician.
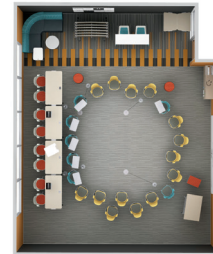
Metrics

Students supported	**30**
Square feet per person	**32**

Group breakout mode

Clustered chairs and tables in varied configurations invite students to collaborate in ways that support their learning needs.

Discussion mode

Flexible furniture moves into a round configuration to encourage face-to-face connection and mutual sharing.

Presentation mode

Tiered, "stadium" style seating and tables ensure everyone has a clear view of the presenter.

Collaborative Classroom

Made for groups large and small

Learning improves when students have an opportunity to work together and share. This classroom's flexible settings support collaboration amongst groups of varying sizes. Modular, flexible furnishings combine in a variety of ways, giving collaborators a high degree of control over their interactions.

Benefits

- Ergonomic chairs in a range of heights let students huddle quickly, swivel easily, refer to content in any direction and stay comfortably focused and engaged.

- Lounge seating provides a breakout area for mentoring, individual focus or collaboration.

- Verb personal whiteboards encourage creativity and sharing, and provide privacy during assessment.

- Thread brings power off the floor with a clean, accessible user interface.

- Airtouch height-adjustable worksurface simplifies healthy posture change.

(Computers and monitors not included)

Classroom features included

- Verb Rectangular Flip-Top Tables
- Scoop Stools
- Node Mid Back Stools
- Node Chairs
- Campfire Paper Table
- Thread
- Motif – a3 Ceramic Steel
- Buoy
- Bivi Storage

- B-Free Cube
- Mobile Pedestal
- Verb Trapezoid Table
- Verb Rectangle Table
- Verb Personal Whiteboards
- Verb Walltrack
- Campfire Slim Table – Standing Height
- Campfire Skate Table
- Airtouch Worksurface

Note: Furniture substitutions are not permitted for the purposes of this grant. Thread power distribution is optional but must be placed under carpet provided by the grantee educational institution. The grantee is responsible for hiring an electrician.

Metrics

Students supported	**30**
Square feet per person	**32**

Group breakout mode

Seating and desks cluster to support focus for collaborative groups of various sizes.

Discussion mode

Mobile seating moves into an informal circle for intimate, face-to-face sharing.

Presentation mode

Swivel seating and tiered heights ensure clear sightlines for sharing.

STEM Classroom

Experiments and problem solving happen everywhere

This varied, flexible setting is designed to facilitate the hands-on experimentation and problem solving that STEM projects demand. Tools and furnishings work together helping students create, ideate and build together.

Benefits

- Face-to-face mobile seating encourages student engagement and team collaboration – and switches in seconds to support different learning modes.
- Height-adjustable tables support building and prototyping.
- Thread brings power off the floor with a clean, accessible user interface.
- Verb personal whiteboards encourage creativity and sharing, and provide privacy during assessment; larger shared whiteboards support co-creation and collaboration.
- Sturdy, lightweight storage keeps resources within reach.

(Computers and monitors not included)

Classroom features included

- Verb Team Flip-Top Tables
- Node Chairs
- Thread
- Flow – a3 Ceramic Steel
- Buoy
- Bivi Depot Storage
- Mobile Pedestal

- Verb Team Table
- Verb Personal Whiteboards
- Verb Easel
- Verb Walltrack
- Pile File Storage
- Airtouch Worksurface

Note: Furniture substitutions are not permitted for the purposes of this grant. Thread power distribution is optional but must be placed under carpet provided by the grantee educational institution. The grantee is responsible for hiring an electrician.

Metrics

Students supported	**30**
Square feet per person	**32**

Group mode

Small clusters create territory for small teams as they engage in group projects.

Project mode

Tables align to provide ample space to spread out and get to work.

Discussion mode

Mobile tables and chairs circle up for demonstration and dialogue.

Flexible Classroom

Learning gets personal

Learning needs vary by the person and the moment. This flexible classroom offers a wide range of shared group and individual spaces to support diverse learning needs. Students can find a space that works for them based on their task, preference and mood.

Benefits

- Blended seating and table solutions let students choose the best support for their learning needs.

- Lounge area creates a getaway for discussion, mentoring or focus work.

- Verb personal whiteboards encourage creativity and sharing, and provide privacy during assessment; larger shared whiteboards support co-creation and collaboration.

- Thread brings power off the floor with a clean, accessible user interface.

- Airtouch height-adjustable worksurface supports healthy posture changes.

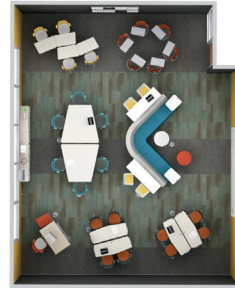*(Computers and monitor not included)*

Classroom furniture included

- Verb Chevron Flip-Top Tables
- Scoop Stools
- Node Mid back Stools
- Node Chairs
- Campfire Lounge Seating
- Campfire Paper Table
- Alight Ottoman
- Thread
- Flow – a3 Ceramic Steel

- Bivi Depot Storage
- Mobile Pedestal
- Verb Personal Keystone Tables
- Verb Personal Whiteboards
- Verb Walltrack
- Campfire Slim Table – Standing Height
- Campfire Skate Table
- Airtouch Worksurface

Note: Furniture substitutions are not permitted for the purposes of this grant. Thread power distribution is optional but must be placed under carpet provided by the grantee educational institution. The grantee is responsible for hiring an electrician.

Metrics

Students supported	**30**
Square feet per person	**32**

Independent mode

A mix of structured and casual settings at various heights invite students to get comfortable and creative.

Discussion mode

Tables flip and stow, creating plenty of room for students to choose a comfortable seat for group discussions.

Steelcase®
EDUCATION

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