



# active learning center

CYCLE 4 GRANT PROPOSAL GUIDE

**Steelcase**  
EDUCATION

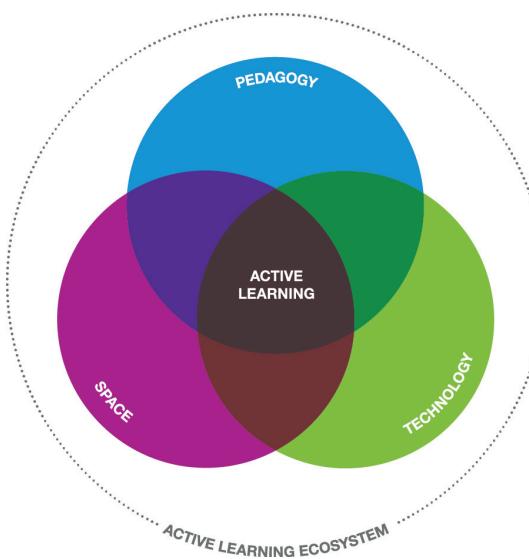
# Steelcase Education: Active learning solutions can improve student success

At Steelcase, we are focused on helping schools, colleges and universities create the most effective, rewarding and inspiring learning environments to meet the evolving needs of students and educators. Through our insight-led research and innovation in furniture, tools and technologies for learning spaces, we have a passion for understanding how learning best takes place and how smarter, active learning spaces can help.

Amid all the changes in student engagement, technology and education, we are working with educators and designers to rethink classrooms, libraries, cafés, in-between and other informal spaces to incorporate user-friendly technology, flexible furniture and other tools to support active learning. Professional development and training help to foster learning and continuing education for instructors. And, our commitment to education remains at the forefront of everything we do, now and in the future.

The change from passive to active learning often creates tensions that hinder adoption of new ways of learning and teaching. To ease these tensions, Steelcase advocates an active learning ecosystem that equally supports and incorporates pedagogy, technology and space. By looking at how individuals learn, and considering the requirements and interdependencies of these factors, new protocols for advanced learning environments are established.

The active learning ecosystem should be considered holistically – not only as part of the building master plan, but part of the learning master plan as well. This learning space strategy influences all spaces – from classrooms to libraries and cafés – and helps connect different stakeholders in their quest for higher level learning throughout the day.



## 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. Our interest centers on advancing our understanding of the impact of active learning on pedagogy, technology and the built space, acting in one holistic ecosystem.

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 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 Education onsite training, and conduct and share research over a two-year period.

### The Active Learning Center Grant: some statistics

STUDENTS PER CLASSROOM

**up to 30**

GRANT VALUE

**\$67,000**

ELIGIBLE CLASSROOMS

**grades 6–12,  
colleges and  
universities**

NUMBER OF GRANTS

**up to 16**

### An opportunity to learn and share

Steelcase Education Active Learning Symposium

In the Fall of 2018, Steelcase Education will host the second 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 and discuss real-life experiences in teaching in an active learning space, talk about the impact of space on student learning, and explore ways active learning strategies and spaces can prepare students for the future world of work.

# 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 and other relevant factors.

## 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).

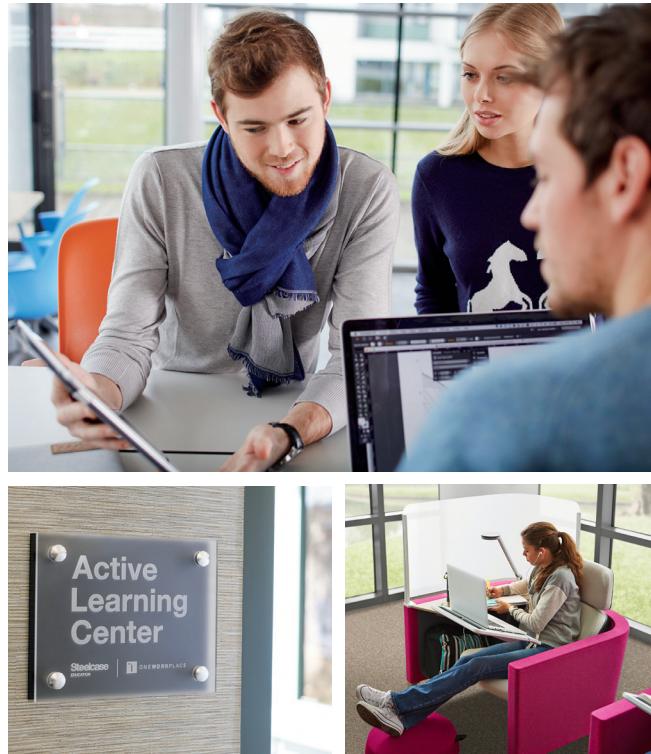
**Training:** Grant recipient educators receive onsite training in the use of the Active Learning Center classroom furniture.

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

**Signage:** Classrooms receive 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 about the Active Learning Center Grant and Cycle 4 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:** Participation in Steelcase Education onsite training in the use of Active Learning Center furniture.

**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?* More specifically, your research should include one of the research topics presented on page 7 and the Learning Environment Evaluation measurement tool administered by Steelcase.

### 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 evaluation takes 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 for administration, and distribute a report with results. Information identifying survey respondents will not be collected as a part of this evaluation.

# 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.



# Potential research topics

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.

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## Potential topics

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### Engaged Learning Experiences

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Examples include:

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

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### Instructor Experiences

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Examples include:

- Instructor mindset change
- Training and professional development

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### Non-Cognitive Factors

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Examples include:

- Student mindset
- Socio-emotional skills and wellbeing

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### Emerging Technology Integration

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Examples include:

- Personalized learning
- Blended learning

# Why and how we make grants

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

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 make the greatest impact.



In Cycle 4, 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.

## 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

# How we monitor grant recipients

## Tracking progress and keeping in touch

**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

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<b>December 1, 2017</b>	Opening date for submitting grant proposals
<b>February 2, 2018</b>	Closing date for submitting grant proposals
<b>March 23, 2018</b>	Grant recipients announced
<b>April 27, 2018</b>	Signed agreements received from all grant recipients
<b>May 30, 2018</b>	Classroom design and specifications complete
<b>June 1, 2018</b>	List of all instructors who will teach in room identified
<b>June 15, 2018</b>	Classroom orders placed
<b>July – August 2018</b>	Installation of Active Learning Centers
<b>July – September 2018</b>	Training for grant recipients
<b>September 2018 – August 2020</b>	Two-year cycle of communication with grant recipients, grant applicants, interested audiences
<b>June 28, 2019</b>	First annual report submitted
<b>June 26, 2020</b>	Second annual report submitted

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# Applying for a grant

Apply using the [Grant Proposal Template](#).

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

- [Insights + Applications Guide](#)
- [Technology-empowered Learning White Paper](#)
- [A Revised Lesson Plan for Student Success](#)

**Submit your completed proposal electronically at [Steelcase.com/activelearningcenter](#).**

## Questions?

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

# **Grant award classroom options**

# Active Learning Classroom 1

## Flexible classroom encourages full participation across many modes

With mobile, height-adjustable seats and tables that make room for a blend of casual and more formalized arrangements, this classroom offers students and instructors a high degree of control over the learning experience.

### Benefits

- Blended seating and table solutions let students choose the best support for their learning needs.
- Verb personal whiteboards encourage creativity and sharing, and provide privacy during assessment; larger shared whiteboards support 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.
- Half-round table and Buoy seating support short-term collaboration and encourage healthy movement.



*(Computers not included)*

### Classroom furniture included

- Node five-star stools
- Node tripod base chairs, with and without work surfaces
- Campfire Lounge seating
- Campfire Paper Table
- Buoy
- Premium whiteboard
- Verb Chevron Flip-Top Table
- Verb rectangle and round tables
- Verb personal whiteboards and wall tracks
- Campfire Mobile Storage and Skate Table
- Airtouch Desk with Node chair
- Bivi Depot Storage
- Thread power distribution system (optional)

**Note:** No furniture substitutions allowed. Thread is optional, but must be placed under carpet provided by the school. The school is responsible for hiring an electrician.

### Metrics

Students supported	<b>30</b>
Square feet per person	<b>32</b>



### Presentation mode

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



### Group mode

Clusters invite students to collaborate and share in a variety of configurations and postures that suit their learning needs.



### Discussion mode

Flexible furniture of varying heights fluidly moves into the round to encourage face-to-face connection and mutual sharing.

# Active Learning Classroom 2

## Zoned classroom supports multiple, simultaneous activities

Collaboration. Listening. Independent reading. Hands-on exercises. This classroom does it all – and invites engagement with clear zones to support different activities that may happen concurrently.

### Benefits

- Ergonomic chairs 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.
- A range of seating heights supports multiple postures in the classroom.



(Computers not included)

### Classroom furniture included

- Node mid-back stools and five-star base chairs
- Node mid-back tripod base chairs
- Campfire Paper Table
- Campfire Half Depth Big Table
- Buoy
- Verb Chevron Flip-Top Table
- Verb rectangle tables and square media tables
- a<sup>3</sup> CeramicSteel Flow whiteboard
- Bivi Depot Storage
- B-Free cube seating
- Airtouch Desk with Node chair
- Verb personal whiteboards and wall tracks
- Thread power distribution system (optional)

**Note:** No furniture substitutions allowed. Thread is optional, but must be placed under carpet provided by the school. The school is responsible for hiring an electrician.

### Metrics

Students supported	30
Square feet per person	32



### Presentation mode

Desks configure in rows and swivel seats face front for an open, accessible view of the presenter.



### Group mode

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



### Discussion mode

Flexible furniture moves fluidly for in-person connections.

# Active Learning Classroom 3

## Makerspace encourages exploration and problem solving

Hands-on activities and less formal conversations can spark new thinking and understanding. This varied, mobile setting makes it easy to think, make and share together, and encourages trying something new.

### Benefits

- Face-to-face seating encourages student engagement and team collaboration.
- Casual setting encourages ideation, informal conversations and more formal sharing, such as critiques or design reviews.
- Large height-adjustable tables support building and prototyping.
- Thread brings power up off the floor to user height where no other power source may exist with a clean, accessible user interface.
- Mobile furniture allows for modal switching in seconds to increase interaction and minimize disruption.



*(Computers not included)*

### Classroom furniture included

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Node five-star base stools and chairs</li> <li>• Alight Bench Ottomans</li> <li>• a<sup>3</sup> CeramicSteel Flow whiteboard</li> <li>• Verb rectangle tables and square media tables</li> <li>• Tour Pile File storage</li> </ul> | <ul style="list-style-type: none"> <li>• Verb personal whiteboards, wall tracks and easel</li> <li>• Airtouch Desk and Node chair</li> <li>• Thread power distribution system (optional)</li> </ul> |
|---|---|

**Note:** No furniture substitutions allowed. Thread is optional, but must be placed under carpet provided by the school. The school is responsible for hiring an electrician.

### Metrics

Students supported	30
Square feet per person	40



### Think mode

Small groups are afforded ample space to brainstorm, plan and reflect.



### Make mode

Tables combine and adjust, allowing students to spread out, sit or stand as they create. Mobile storage keeps supplies and references at hand.



### Share mode

Swivel seating and tiered heights ensure clear sightlines for formal and informal sharing.

# Active Learning Classroom 4

Personalized classroom prioritizes large and small group work, with great options for individual work

This classroom offers a variety of integrated choices for collaborating and focus, with a centralized lounge zone to support gatherings, quiet work, study and reflection.

## Benefits

- Blended seating and table solutions let students choose the best support for their learning needs.
- Classroom supports a range of activities that allow students to choose the best place for their work at hand.
- Verb Active Media Table houses a shared display (not included); at the push of a button, students can collaborate around on-screen content or retract the monitor to focus attention on each other.
- Lounge seating provides a breakout area for mentoring, individual focus or collaboration.
- Thread brings power up off the floor to user height where no other power source may exist with a clean, accessible user interface.



(Computers and monitor not included)

## Classroom furniture included

- Scoop stools
- Node mid-back five-star stools
- Node mid-back tripod chairs
- Campfire Half Lounge seating
- Campfire Paper Table
- Buoy
- Alight Round Ottoman
- Verb rectangle Flip-Top Tables
- Verb Active Media Table
- Thread power distribution system (optional)
- a³ CeramicSteel Flow whiteboard
- Bivi Depot Storage
- Verb keystone personal tables
- Verb rectangle table
- Campfire Skate and Slim Tables
- Airtouch Desk with Node chair
- Tour Pile File storage
- Verb personal whiteboards and wall tracks

**Note:** No furniture substitutions allowed. Thread is optional, but must be placed under carpet provided by the school. The school is responsible for hiring an electrician.

## Metrics

Students supported	30
Square feet per person	32



## Project mode

Individuals can engage in project work whether in groups or alone, and find a variety of places to complete their tasks.



## Group mode

A range of group sizes is easily supported with individual and team tasks.



## Discussion mode

Flexible furniture of varying heights fluidly moves into the round to encourage face-to-face connection and mutual sharing.



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