EARN & LEARN GRANT (the fine print)

WHO: Any adult educator employed by a program funded under the Bureau of Adult Education. The Bureau reserves the right to request verification that the applicant will continue to be employed through the end of the current academic year.

The intention of this grant is to provide compensation for educators who are not normally paid during the summer or for educators to complete projects outside of their regularly scheduled work hours.

WHY: New Hampshire has a long tradition of supporting adult educators in the Mini-Grant program. The purpose of the grants is to expand the capacity of adult educators to meet the needs of their students and programs.

These grants allow educators to earn a stipend while creating materials to use in their classrooms and programs. For non-instructional staff, grants are also available for projects that will lead to program improvement and effectiveness.

All materials and products created under the grant program must be made available to all NH adult educators. Options for sharing include: posting written materials on the adult education website, conducting a webinar or offering a workshop.

WHAT: The focus of your Earn and Learn grant project should be related to requirements under the Workforce Innovation and Opportunities Act of 2014. See list of topics and suggested topics for more information.

The project must produce a sharable product such as a curriculum unit or collection of lesson plans; a research paper with promising practices; a framework for a process, policy or procedure; checklist and examples of application or any other type of product that can be used to replicate or educate others. Accompanying your project, you must also submit a reflection paper that includes the background, purpose, research findings, applicability of your project to the field of adult education, and a teacher reflection page.

WHEN: Earn and Learn grant applications are accepted twice a year, typically in April and December. See NH Adult Education Professional Development website for actual application deadlines and project completion due dates.

A minimum of 25 hours per individual is expected to be dedicated to the project. If a group is working on a project, all members of the group and their respective contributions should be indicated on the application. Each member will be responsible for submitting their own reflection summary of the project as well as a group summary.

All projects must be completed and submitted for final approval by the due dates listed on the NH Adult Education Professional Development website (typically within 5-6 months of application due date).
HOW MUCH: The Bureau will provide a stipend up to $650 for each individual working on a project. An additional $50 is available for supplies such as an online subscription, books or other materials as applicable.

SELECTION AND APPROVAL PROCESS:

The number of grants awarded is dependent upon available funding and approval by both the NH Bureau of Adult Education Administrator and the Commissioner of Education. If more applications are received than funding available, projects will be chosen based on the applicability of the project to the widest audience, the most useful products/materials and the relevancy to WIOA requirements.

1. Once your application has been received, your project will undergo review from the NH Bureau of Adult Education Administrator and the NH Commissioner of Education.
2. Before a decision is made, you may receive a request for more information.
3. Anticipated approval timeline for your proposed Earn and Learn Project is between 30 and 45 days.
4. You will receive notification of an award decision via the email address listed on your application.
5. The Director of Professional Development Services must receive your completed project deliverable, reflection summary, and your stipend request by the due date posted on the NH Adult Education website.
6. The NH Bureau of Adult Education Administrator and the NH Commissioner of Education will review your project deliverable, reflection summary, and stipend request using the Earn & Learn Rubric.
7. The NH Bureau of Adult Education reserves the right to seek clarifying information and ask for more information as needed.
8. Upon satisfactory completion of your project and final approval of your completed deliverable, your stipend request will be processed.

Elements to include in your reflection summary: (use Reflection Summary Template)

1. Project Title
2. Project Summary
3. Process
4. Results and Conclusions
5. Recommendations