



MATHEMATICS EDUCATION TRUST  
**Mathematics Graduate Course Work  
Scholarship for Teachers (PK–5)**

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**PURPOSE:**

The purpose of this grant is to provide financial support for improving teachers' understanding of mathematics by completing graduate course work in mathematics or mathematics education.

**SUPPORTED BY:** Dale Seymour Fund and NCTM

**GRADES:** PK-5

**GRANT AMOUNT:** Maximum of \$3,200 each will be awarded.

**DEADLINE:** November 1

**ELIGIBLE APPLICANTS:**

- Currently teaching at grades PK-5 level.
- Must have taught school mathematics for at least three years.
- Intend to remain in teaching.
- No person(s) may receive more than one award administered by the Mathematics Education Trust in the same academic year.
- Past recipients of this grant are not eligible to reapply.

**INDIVIDUAL AWARD OR ORGANIZATIONAL AWARD:** Individual

The Internal Revenue Service classifies scholarship payments in two ways: a non-taxable scholarship and a taxable scholarship. Awardees are responsible for reporting taxable scholarships and remitting any tax due with their personal income tax return. Additional information is available in IRS Publication 970, "Tax Benefits for Education" or from your tax professional.

**MEMBERSHIP REQUIREMENT:**

- The applicant must be a current (on or before the application deadline) Essential or Premium member of NCTM.

**GENERAL PROPOSAL INFORMATION:**

- Primary emphasis is placed on appropriate mathematics content courses.
- Mathematics education courses may also qualify if a suitable rationale is provided by the applicant.
- Proposals must address the following: rationale for the coursework, anticipated instructional improvements, and expected impact on student learning outcomes.
- Project activities are to be completed between June 1 and May 31.

## AWARD APPLICATION INFORMATION

### **PROPOSAL COMPONENTS: (single-space, 12 font, 1 inch margin)**

Use the components below to outline your proposal. See Rubric for additional information.

#### **I. Proposal (Three pages maximum; single-space, 12 font, 1 inch margin)**

##### A. Plan

- Describe your need for further course work in mathematics.
- Provide a rationale and timeline for courses to be taken.
- Describe the course(s) you plan to take to address that need. Include full course title and catalog description and number of credits for each course.

##### B. Outcome

- Describe how completing the proposed courses will improve and strengthen students' learning.
- Describe anticipated impact on teaching and professional development.

#### **II. Budget (Two pages maximum; table format)**

- No indirect costs.
- Include an itemized budget, presented in line-item table format.
- If the total budget for a proposed project is greater than the grant maximum, indicate clearly what the grant funds will cover and what additional funding sources might be available to complete the total budget.
- Be specific and indicate how you would allocate \$3,200 from this award for tuition, books, supplies, transportation, and other expenses related to achieving the goals of the proposal.

#### **III. Background and Experience**

- One-page maximum, outline format preferred.
- Formal education: institution, type of degree, major, minor, and date each degree was granted.
- Teaching experience related to this proposal. Indicate the school(s), teaching assignments, and other pertinent information, including continuing education and professional activities.

#### **IV. Letter of Support from Principal**

- One-page maximum.
- Must be on official school stationery and signed by the principal.
- Confirm the teaching status of the applicant.
- Indicate strong support for the proposal and the applicant's ability to accomplish it.

#### **FINAL REPORT REQUIREMENTS:**

Awardees will be required to submit a brief report (two single-spaced pages) and an itemized report of expenses (with receipts). The award letter will indicate specific dates and requirements.

#### **AWARD AND PAYMENT SCHEDULE:**

- Award notification will be made by early February.
- Two-thirds of the approved budget, not to exceed \$2,133, will be paid in early May. The remainder will be paid on receipt of a final report and verified expenses (with receipts) related to the proposal.