

MET BOARD OF TRUSTEES
School In-Service Training Grant (PK–5)
 Supported by the Clarence Olander Fund and NCTM

Applicants are encouraged to use *subheads (bold and italicized)* in writing the proposal that correspond to the Proposal Description.

	Max points	Score
A. Proposal (Plan and Outcome)		
1. <i>Need</i> for in-service program is clearly stated	5	
2. Description of plan details <i>mathematics content, scope, and coherence of activities</i>	5	
3. <i>Demographics</i> of school and identification of <i>teachers impacted</i>	3	
4. Identifies <i>professional developer</i> and how their <i>qualifications</i> align with planned project	3	
5. Explains anticipated <i>impact and benefits</i> on teachers and how impact will be <i>assessed</i>	5	
B. Budget	3	
Includes an itemized and realistic budget in line-item table format (no funding for staff travel or equipment). Items must be described in the narrative.		
C. Background and Experience		
1. Education, teaching experience, and professional activities of the <i>primary applicant</i> show potential for success of proposal	5	
2. Education, teaching experience, and professional activities of the <i>professional developer</i> show potential for success of proposal	5	
D. Letter of Support		
Principal’s letter confirms applicant’s employment status, indicates strong support for the proposal, and the school’s ability to accomplish it		
Total Score	39	