



MATHEMATICS EDUCATION TRUST  
**Emerging Teacher-Leaders in  
Elementary School Mathematics  
Grant**

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**PURPOSE:**

The purpose of this grant is to increase the breadth and depth of the mathematics content knowledge of one elementary school teacher who has a demonstrated commitment to mathematics teaching and learning.

**SUPPORTED BY:** Norma P. Schmid Fund & NCTM

**GRADES:** PK-5

**GRANT AMOUNT:** Maximum of \$6,000

**DEADLINE:** November 1

**ELIGIBLE APPLICANTS:**

- The applicant must (1) be a classroom (elementary school) teacher with at least three years of experience **and** have mathematics as a regular teaching responsibility or (2) be a full-time mathematics coach. Note: The definition of a classroom teacher is an individual who spends half or more of his/her work time teaching in the classroom; the individual could be a math teacher who meets the classroom requirement.
- 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:** Organizational

For the purposes of MET grants, an organization is defined to be a school, school district, university, or non-profit mathematics education organization. The primary applicant **MAY** indicate an organization to administer the finances of the grant when applying for the grant. If the primary application chooses to administer the finances of the grant, they are responsible for reporting this income to the IRS.

**MEMBERSHIP REQUIREMENT:**

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

**GENERAL PROPOSAL INFORMATION:**

- Only one teacher per school may receive the award.
- The applicant must have the support of the school principal in becoming a mathematics teacher-leader within her or his school or district.
- The desired outcome of the funded project is the development of an elementary school mathematics teacher with mathematics content expertise.

## AWARD APPLICATION INFORMATION

- The grant recipient will be expected to provide ongoing professional development to teachers within the school or district to strengthen their mathematical understandings and instructional practices.
- The professional development must include sustained in-service programs focusing on improving the content knowledge of the elementary teachers within the school or district and working with teachers in their classrooms through demonstration teaching or co-teaching.
- Funds **may** be used for the following:
  - College or university coursework specific to the mathematics content needs of the grant recipient, and appropriate to the improvement of the mathematics program at the recipient's school or district.
  - Registration fees for attendance at local, state, and national conferences, academies, and other professional development programs aligned with the goals of the grant.
  - Teacher stipends for participation in in-service programs led by the grant recipient and not occurring during the regular school day.
  - Materials for teachers to use in their classrooms directly related to the in-service programs they attend focusing on mathematics content and led by the grant recipient.
  - Stipend or salary for the grant recipient's time in conducting in-service programs.
- Funds **may not** be used for the following:
  - Substitute service of any type.
  - Travel and lodging at conferences.
  - Food and rental fees for rooms for in-service programs.
  - Stipends for planning of in-service programs
- Project activities are to be completed between June 1 and May 31.

### PROPOSAL COMPONENTS:

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:

- A statement of commitment to the improvement of content knowledge.
- A statement to the overall strengthening of the mathematics program in the school or district.
- A brief description for the need for content-based staff development in the school or district.
- Describe specific plans for improving the mathematics content knowledge and include title, description, and provider for all professional development plans.
- Describe specific plans for the implementation of subsequent in-service programs led by the grant recipient

##### B. Outcomes

- Describe the anticipated improvements in mathematics teaching and learning within the school or district.
- Explain how you plan to assess improvement in students' learning.

## AWARD APPLICATION INFORMATION

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

- No indirect costs are permitted.
- Include an itemized budget, presented in line-item table format.
- If the total budget for a proposed project is greater than the award maximum, indicate clearly what the award funds will cover and what additional funding sources might be available to complete the total budget.
- Be specific and indicate how you would allocate \$6,000 from this award to be used for expenses related to achieving the goals of the proposal.

### III. Background and Experience

Provide a one-page maximum vita, outline format preferred, for the primary applicant that includes:

- Formal education: institution, type of degree, major, minor, and date each degree was granted.
- Professional 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

Include a one-page maximum letter that:

- Must be on official school letterhead and signed by the principal.
- Confirms the teaching status of the applicant.
- Demonstrates support for the proposed project implementation.
- Describes a plan for supporting the applicant's efforts to share their expertise as a leader in elementary school mathematics.

### FINAL REPORTING 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 \$4,000, 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.