



## MATHEMATICS EDUCATION TRUST NCTM Associate Affiliate Grant

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### PURPOSE:

The purpose of the NCTM Associate Affiliate MET-funded grant is to support efforts of associate affiliates to serve mathematics teachers by supporting the Strategic Framework of the National Council of Teachers of Mathematics and the goals of the Affiliate. This includes examples such as promoting creative projects that help make NCTM and its Affiliates by enhancing their visibility in the public arena and with educational partners; or building membership and revenues.

**SUPPORTED BY:** NCTM

**GRANT AMOUNT:** Maximum of \$2,500 each

**DEADLINE:** May 1

### ELIGIBLE APPLICANTS:

- Affiliate must be an associate affiliate “In Good Standing” with NCTM.
- Affiliate has not been awarded an associate affiliate grant within the previous four years.
- No affiliate may receive more than one award administered by the Mathematics Education Trust in the same academic year.

### GENERAL PROPOSAL INFORMATION:

- This project addresses a significant need in your mathematical community.
- The affiliate president’s signature is on the application.
- The Grant Contact signature is on the application.
- The application indicates how NCTM support will be publicly acknowledged and how the Mathematics Education Trust will be acknowledged for its contributions.
- Applications will not be considered for activities that have already commenced or occurred.
- Project activities are to be completed between August 1 and July 31 of the upcoming school year.
- Projects should be something different from business as usual.

### 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

- State the rationale for the project. What affiliate need is being addressed?
- State the specific goals of the project and describe how your plan will
  - support the strategic framework of NCTM and goals of your affiliate,
  - make NCTM and the affiliate more visible to the public,
  - or build the affiliate’s membership and revenue.
- Describe the activities to be accomplished and the timeline for carrying out the activities.

## AWARD APPLICATION INFORMATION

### B. Outcomes

- Describe how your plan will impact or serve your affiliate members or their students.
- Explain how the project will be evaluated.
- Identify how the Mathematics Education Trust will be acknowledged for its contribution.

### **II. Budget (One page maximum; table format)**

- No indirect costs are permitted. No food and drink costs are permitted.
- Include an itemized budget, presented in line-item table format.
- Be specific and justify each line item.
- 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 reach the total budget.

### **FINAL REPORT REQUIREMENTS:**

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

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

- Award notification will be made by early July.
- Two-thirds of the approved budget, not to exceed \$1,667, will be paid in early August. The remainder will be paid on receipt of a final report and verified expenses (with receipts) related to the proposal.