In writing the proposal, applicants should use *subheads* that correspond to the Proposal Description.

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<th>Max points</th>
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**A. Proposal Description**

1. *Goals and objectives* of project are clearly stated
2. Detailed *plan for professional development* (including timeline)
3. Describes how project will *enhance* the applicant(s)' *mathematical knowledge*
4. Identifies *impact on student learning*
5. Describes *assessment of professional growth*

**Budget**

B. Includes an itemized and realistic budget in line-item table format. Items must be described in the narrative

**Background and Experience**

C. Education, teaching experience, and professional activities show potential for success of proposal

**Letter of Support**

D. Principal’s letter confirms teaching status and demonstrates strong support for the proposal and the applicant’s ability to accomplish it

**Total Score** 38