



MATHEMATICS EDUCATION TRUST  
Future Leader Initial NCTM Annual  
Meeting Attendance Awards

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**PURPOSE:**

The purpose of this grant is to provide financial assistance to a first-time attendee at an NCTM Annual Meeting and Exposition.

**SUPPORTED BY:** Edwin I. Stein Fund and NCTM

**GRADES:** PK–5, 6–8, 9–12

**GRANT AMOUNT:** Annual Meeting Registration + Maximum of \$1,500 for travel and subsistence expenses

**DEADLINE:** May 1

**ELIGIBLE APPLICANTS:**

- Full-time classroom teacher.
- Secondary school teacher must be teaching mathematics for at least 50 percent of his/her schedule.
- Earned at least a bachelor's degree.
- Teaching at the time of the application and anticipate teaching during the following school year.
- Has never attended an NCTM annual meeting.
- No person(s) may receive more than one award administered by the Mathematics Education Trust in the same academic year.

**INDIVIDUAL AWARD OR ORGANIZATIONAL AWARD:** Individual

**MEMBERSHIP REQUIREMENT:** A current Essential or Premium member of NCTM.

**GENERAL PROPOSAL INFORMATION:**

- Annual Meeting Registration + up to \$1500 funding provided for travel, subsistence expenses, and substitute teacher costs.
- Air travel must be made through the designated NCTM travel agent so that NCTM can pay directly for your flight. This expense will be deducted from the \$1500 maximum. NCTM can also help you make your hotel arrangements. Your hotel and other travel and subsistence expenses will be reimbursed to you after the meeting and submission of a final report and list of expenses with receipts.
- A lesson that you taught, listing its goals, objectives, and suggested improvements if taught again, must be included in the proposal.
- Special consideration will be given to a teacher of underserved and rural students.

## AWARD APPLICATION INFORMATION

### PROPOSAL COMPONENTS:

#### I. Proposal (3 pages total)

##### A. Plan

- Need. Why are you applying? At this point in your professional development, what areas would you like to learn more about or pursue?
- Show how you will use your experience to benefit yourself and others in mathematics education in your local area.
- Describe the anticipated impact on teaching, professional development, and student learning.
- Lesson Plan (Two pages maximum)
  - Describe a lesson you have taught listing goals, objectives, student activities and outcomes.
  - Describe what changes you would make to improve the lesson and what factors caused you to make such changes.

#### 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 justify line items.

#### 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 current 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 current and expected next year teaching status of the applicant.
- Indicate strong support for the proposal and the district's willingness to provide leave time.

### **FINAL REPORT REQUIREMENTS:**

- After the NCTM Annual Meeting, awardees will be required to submit a report on their experiences at the annual meeting along with their request for reimbursement (list of expenses with receipts). The final report should be two to four pages, double-spaced, and should include applications to their teaching assignments.

### **PAYMENT SCHEDULE:**

- Authorized expenses paid directly by the awardee will be reimbursed upon completion of the annual meeting and submission of the final report.