MATHEMATICS EDUCATION TRUST
Future Leader Initial NCTM Annual Meeting Attendance Awards

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.

Revised 1/30/2020
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)
         o Describe a lesson you have taught listing goals, objectives, student activities and outcomes.
         o 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.

Revised 1/30/2020