



MATHEMATICS EDUCATION TRUST  
Prospective Teacher NCTM Annual  
Conference Attendance Award

---

**PURPOSE:**

The purpose of this grant is to provide financial assistance to a future teacher of mathematics for attendance at an NCTM annual meeting or regional conference.

**SUPPORTED BY:** Julius H. Hlavaty Fund and NCTM

**GRADES:** Prospective teachers

**GRANT AMOUNT:** Maximum of \$1,500 (plus conference registration) for travel and subsistence expenses.

**DEADLINE:** November 1

**ELIGIBLE APPLICANTS:**

- Full-time undergraduate or graduate student who is committed to teaching mathematics in grades Pre-K-12.
- An applicant at the undergraduate level must be currently enrolled in a state-approved certification program and be on at least the second semester of his/her junior year with a GPA of 3.0 (on a 4.0 scale) or better.
- Graduate student must be enrolled in a master's level program leading to certification or one designed to strengthen the teaching and learning process.
- An individual already certified must be currently enrolled in an accredited graduate program.
- 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:** Individual

**MEMBERSHIP REQUIREMENT:** Must be a current (on the day of the application) student member of NCTM.

**GENERAL PROPOSAL INFORMATION:**

- Proposal description must address the following: expressed interest in and commitment to teaching mathematics, description of area(s) you would like to learn about or pursue, and anticipated impact of conference attendance.
- Applicant must be committed to teaching grades Pre-K-12 and have a sincere interest in mathematics education.
- Any air-travel arrangements must be made through the designated NCTM travel agent so NCTM can directly pay for travel.

## AWARD APPLICATION INFORMATION

### PROPOSAL COMPONENTS:

#### I. Proposal (Three pages maximum)

##### A. Plan

- Clearly describe your interest and commitment to teaching mathematics in grades Pre-K-12.
- At this point in your professional development what areas would you like to learn about or pursue.

##### B. Outcome

- Explain the potential impact on your teaching career.

#### 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 (One-page resume maximum, plus pages for other information as needed.)

- An undergraduate must be currently enrolled in a state-approved certification program and be on at least the second semester of his/her junior year with a GPA of 3.0 (on a 4.0 scale) or better.
  - Provide a photocopy of page(s) from the school catalog indicating the program in which applicant is currently enrolled.
  - Provide a photocopy of page(s) indicating state approval and accreditation.
  - Include a copy of a transcript or official progress report showing academic record, GPA, and current enrollment.
- A graduate student must be enrolled in a master's level program leading to certification or one designed to strengthen the teaching and learning process. If already certified, a graduate student must be currently enrolled in an accredited graduate program.
  - Provide a photocopy of page(s) from the school catalog indicating the program in which applicant is currently enrolled.
  - Provide a photocopy of page(s) indicating state approval and accreditation.
  - Include a copy of a transcript or official progress report showing academic record, GPA, and current enrollment.
  - Provide a transcript of undergraduate record.
  - Provide a description of teaching experience and professional activities to date.

#### IV. Letters of Support

- One-page maximum each.
- One letter from a college/university mathematics educator (includes teachers of mathematics learning, teaching, or curriculum) with whom the applicant has studied.
  - Should be written on institution stationery and signed.
  - Should verify applicant's status.
  - Indicate strong support for the proposal.
- One letter from an educator or colleague.
  - Verify applicant's qualifications for the award.
  - Indicate strong support for the proposal.

## AWARD APPLICATION INFORMATION

### FINAL REPORT REQUIREMENTS:

- Awardees will be required to submit a report (two to four double-spaced pages) outlining the insights and knowledge gained at the meeting and the value of the experience in contributing to the recipient's education. The report must also include an itemized report of expenses and receipts.