



MATHEMATICS EDUCATION TRUST
School In-Service
Training Grants (9–12)

PURPOSE:

The purpose of this grant is to provide financial assistance to secondary schools for in-service education in mathematics

SUPPORTED BY: Clarence Olander Fund and NCTM

GRADES: 9–12

GRANT AMOUNT: Maximum of \$4,000 each will be awarded

DEADLINE: May 1

ELIGIBLE APPLICANTS:

- Past recipients of this grant are not eligible to re-apply.
- No school may receive more than one award administered by the Mathematics Education trust in the same academic year.

INDIVIDUAL AWARD OR ORGANIZATIONAL AWARD: Organizational

MEMBERSHIP REQUIREMENT:

- Only schools with at least one current (on or before the application deadline) Essential or Premium member of NCTM can apply for this grant.

GENERAL PROPOSAL INFORMATION:

- Costs may include honoraria and expenses for consultants, materials, substitute time, and conference or workshop registrations.
- No funds may be used for staff travel or equipment.
- While this grant does not fund the purchase of technology, proposals including professional development involving the use of technology to enhance student learning are encouraged.
- Proposals must address the following: need, mathematics content, scope of the plan, number of teachers and students affected, distribution of costs, urban-rural isolation, and multi-ethnic student body and its impact on performance.
- Project activities are to be completed between September 1 and August 31 of the upcoming school year

AWARD APPLICATION INFORMATION

PROPOSAL COMPONENTS:

I. Proposal (Three pages maximum)

A. Plan

- Describe the need for the in-service education program.
- Explain the specific professional development plan.
 - Detail the scope and coherence of activities.
 - Describe the mathematics content.
 - Specify the number of teachers affected by the program.
 - Specify the number of students affected by the program.
 - Address, if appropriate, urban, rural, isolated, or multi-ethnic students.
 - Describe the staffing for the professional development plan and their qualifications.

B. Outcome

- Explain the anticipated impact and benefits on the teachers involved and also an assessment plan to measure this impact.
- Explain how you expect to assess the project's impact on students' learning of mathematics content.

II. Budget (Two pages maximum; table format)

- No indirect costs.
- Include an itemized budget, presented in line-item table format.
- Be specific and justify line items.
- 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.
- Costs may include honoraria and expenses for consultants, materials, substitute time, and conference or workshop registrations.
- No funds may be used for staff travel or equipment.
- No funds may be used to purchase technology.

III. Letter of Support from Principal

- One-page maximum.
- Must be on official school stationery and signed by the principal.
- Confirm the teaching status of the applicants.
- Indicate strong support for the proposal and the school's ability to accomplish it.

FINAL REPORT REQUIREMENTS:

- Awardees will be required to submit a brief report (two to three double-spaced pages) and an itemized report of expenses (with receipts).

PAYMENT SCHEDULE:

- Three-fourths of the approved budget, not to exceed \$3,000, will be paid at the beginning of the project. The remainder will be paid on receipt of a final report and verified expenses (with receipts).