



MATHEMATICS EDUCATION TRUST  
School In-Service  
Training Grants (PK–5)

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**PURPOSE:**

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

**SUPPORTED BY:** Clarence Olander Fund and NCTM

**GRADES:** PK–5

**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).