



**MATHEMATICS EDUCATION TRUST**  
**School In-Service**  
**Training Grant (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

**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

For the purposes of MET grants, an organization is defined to be a school, school district, university, or non-profit mathematics education organization. The applicant will need to indicate an organization to administer the finances of the grant when applying for the grant.

**MEMBERSHIP REQUIREMENT:**

The primary applicant must be a current (on or before the application deadline) Essential or Premium member of NCTM.

**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 by August 31 of the next calendar year.

## AWARD APPLICATION INFORMATION

### PROPOSAL COMPONENTS:

Use the components below to outline your proposal. See rubric for additional information.

#### **I. Proposal (Three pages maximum; single-space, 12 font, 1 inch margin)**

##### A. Plan

The proposal provides financial assistance to elementary schools for in-service education in mathematics that:

- Describes the need for the in-service education program.
- Explains the specific professional development plan.
  - Describe the mathematics content, scope, and coherence of activities.
  - Specify the number of teachers affected by the program.
  - Describe school demographics: urban/rural, public/private, SES, diversity.
  - Identify and describe the professional development personnel and their qualifications.

##### B. Outcomes

Explain the anticipated impact and benefits on the teachers involved and also an assessment plan to measure this impact.

#### **II. Budget (Two pages maximum; table format)**

- No indirect costs are permitted.
- 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.

#### **III. Background and Experience**

Provide a one-page maximum vita, outline format preferred, for **BOTH** the primary applicant and the professional developer (if needed) that includes:

- Formal education: institution, type of degree, major, minor, and date each degree was granted.
- Professional experience related to this proposal. Indicate the school(s), teaching assignments, and other pertinent information, including continuing education and professional activities.
- An overview of all other anticipated participants. Indicate the relevant professional experience, teaching assignments, and other pertinent information.

#### **IV. Letter of Support from Principal**

Include a one-page maximum letter that:

- Is on official school letterhead and signed by the principal.
- Confirms the employment status of the applicant(s).
- Indicates 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 single-spaced pages) and an itemized report of expenses with receipts.

### AWARD AND PAYMENT SCHEDULE:

- Award notification will be made by early July.
- Two-thirds of the approved budget, not to exceed \$2,667, will be paid in early August. The remainder will be paid on receipt of a final report and verified expenses (with receipts) related to the proposal.