



MATHEMATICS EDUCATION TRUST

Teacher Professional Development Grant (Pre-K-5)

PURPOSE:

The purpose of this grant is to support professional development to improve the competence in the teaching of mathematics of one or more classroom teachers.

SUPPORTED BY: John Van de Walle Fund

GRADES: Pre-K-5

GRANT AMOUNT: Maximum of \$3,000

DEADLINE: November 1

ELIGIBLE APPLICANTS:

- Currently a classroom teacher at the grades Pre-K-5 level. Note: *The definition of a classroom teacher is an individual who spends half or more of his/her work time teaching in the classroom.*
- Three or more years of teaching experience in grades Pre-K-5.
- 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: 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 primary applicant MAY indicate an organization to administer the finances of the grant when applying for the grant. If the primary applicant chooses to administer the finances of the grant, they are responsible for reporting this award to the IRS on their personal tax return.

MEMBERSHIP REQUIREMENT:

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

GENERAL PROPOSAL INFORMATION:

- The proposal must delineate the professional development plan and address how the proposed project will improve the teacher(s)' competence and impact students' learning in accordance with adopted standards.
- 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.
- Any acquisition of equipment must support the proposed plan but not be the primary focus of the grant.
- Proposal description must address the following: the professional development plan, how it will enhance the applicant(s)' mathematical knowledge, and the anticipated impact on students' learning.

AWARD APPLICATION INFORMATION

- Project activities are to be completed between June 1 and May 31.

PROPOSAL COMPONENTS: (single-space, 12 font, 1 inch margin)

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

I. Proposal (Three pages maximum)

A. Plan

- Identify goals and objectives for the professional development plan.
- Describe professional development plan in detail with timeline.
- Address how the proposed project will improve applicant's competence and mathematical knowledge.

B. Outcomes

- Explain how the plan will affect students' learning.
- Describe how the applicant's professional growth will be assessed.

II. Budget (Two pages maximum; table format)

- No indirect costs are permitted.
- 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. (Acquisition of equipment and conference attendance must support the proposed plan but not be the primary foci of the grant. Note that this grant does not fund the purchase of technology.)

III. Background and Experience

Provide one-page maximum, outline format preferred that includes:

- 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

Provide a letter from your principal, one-page maximum, that:

- Must be on official school letterhead and signed by the principal.
- Confirm the teaching status of the applicant(s).
- Indicate strong support for the proposal and the applicant'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 February.
- Two-thirds of the approved budget, not to exceed \$2,000, will be paid in early May. The remainder will be paid on receipt of a final report and verified expenses (with receipts) related to the proposal.