



MATHEMATICS EDUCATION TRUST

School In-Service Training Grant (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

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 secondary 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.