



MATHEMATICS EDUCATION TRUST

Teacher Professional Development Grant (PK-5)

PURPOSE

This grant supports 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: PK-5

GRANT AMOUNT: Maximum of \$3,000

DEADLINE: November 1

ELIGIBLE APPLICANTS

- Must currently be a grades 6-8 classroom teacher with three or more years of teaching experience, also for 6-8 level. *The definition of a classroom teacher is an individual who spends half or more of their work time teaching mathematics*
- A person may receive no 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.

AWARD TYPE: Organizational

For MET grants, an organization is defined as 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 application chooses to administer the finances of the grant, they are responsible for reporting this income to the IRS.

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 teacher(s)' professional development plan and address how the proposed project will improve the teacher(s)' competence and affect students' learning.
- 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 cannot be the primary focus of the grant.
- Proposals must address the professional development plan, how it will enhance the applicant(s)' mathematical knowledge, and the anticipated impact on students' learning.
- Project activities are to be completed between June 1 and May 31.

AWARD APPLICATION INFORMATION

PROPOSAL COMPONENTS

Use the components below to outline your proposal. Use the rubric to check that you have met the criteria for the grant before submitting your proposal.

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

A. Plan

- Identify goals and objectives for the professional development plan.
- Describe the professional development plan in detail with a timeline.
- Address how the proposed project will improve the 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.
- Be specific and justify line items. (Equipment and conference attendance must support the proposed plan but cannot be the primary focus of the grant. This grant does not fund the purchase of technology or food.)
- 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 one-page maximum vita, outline format preferred, that includes:

- Formal education: institution, type of degree, major, minor, and date each degree was granted..
- Teaching experience related to this grant proposal, the school(s) where you teach and/or have taught, teaching assignments, and other pertinent information, such as 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 are required to submit a brief report (two to three double-spaced pages) and an itemized report of expenses.

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.