

**MET BOARD OF TRUSTEES**  
**School In-Service Professional Development Grant (PK-12)**  
 Supported by NCTM

Applicants are encouraged to use *subheads (bold and italicized)* in writing the proposal that correspond to the Proposal Description.

	Max points	Score
<b>A. Proposal</b>		
1. <i>Need</i> for in-service program is clearly stated	5	
2. Description of plan details <i>mathematics content, scope, and coherence of activities</i>	5	
3. <i>Demographics</i> of school and description of <i>teachers impacted</i>	5	
4. Identifies <i>professional developer</i> and their <i>qualifications</i>	3	
5. Explains anticipated <i>impact and benefits</i> on teachers and how impact will be <i>assessed</i>	3	
6. Explains how impact will be <i>assessed</i>	3	
<b>B. Budget</b>		
Includes an itemized and realistic budget in line-item table format (no funding for staff travel or equipment). Items must be described in the narrative.	3	
<b>C. Background and Experience</b>		
1. Education, teaching experience, and professional activities of the <i>primary applicant</i> show potential for success of proposal	5	
2. Education, teaching experience, and professional activities of the <i>professional developer</i> show potential for success of proposal	5	
<b>D. Letter of Support</b>		
Principal's letter confirms applicant's employment status, indicates strong support for the proposal, and the school's ability to accomplish it	5	
<b>Total Score</b>	42	