

**IOWA COUNCIL OF TEACHERS OF MATHEMATICS
NCTM CONFERENCE TRAVEL GRANT**

Guidelines

The Iowa Council of Teachers of Mathematics (ICTM) awards two grants of up to \$800 each to encourage and support a certified mathematics teacher in attending a National Council of Teaching of Mathematics (NCTM) Regional or National Conference.

This grant is designed to encourage a mathematics teacher to attend an NCTM Regional or National Conference.

By attending a conference, our goal is for teachers to increase student achievement in mathematics, encourage creativity in the classroom, enhance instructional methods, foster imaginative teaching, and promote the teaching and learning of mathematics at all levels.

Timetable

June 30th	Grant applications emailed to the Grant Committee at ICTMgrants@gmail.com
August 1st	Grant applications are reviewed, and awardees are notified.
Fall	The grant will be announced, and recipients are honored at the annual ICTM Conference in Fall
Within 1 year of award	Participants are required to submit an itemized report listing expenses with receipts for travel, housing and/or registration along with your 500 – 2000 word article to the Grant Committee at ICTMgrants@gmail.com

Application Guidelines and Criteria for Evaluation Application

Application procedure and forms are available from each ICTM Regional Director or ICTM Officer and can be downloaded from the ICTM website at www.iowamath.org. Entries will be judged on the following criteria: current membership in ICTM, expressed interest in professional development, anticipated benefits of conference attendance; and clarity of application.

Eligibility

All current ICTM members including teachers at schools with an institutional membership may apply. Current ICTM Executive Board members are not eligible to apply.

Appropriate use of grant monies

Awardee will be allowed \$800 for attendance to a national or regional NCTM conference. The \$800 include conference registration and travel expenses: transportation, hotel and food (up to \$25/diem).

Criteria for Award

- Awardee will be required to submit a 500 – 2000 word typed article, based on the rationale in the grant application. The report will be published on the ICTM website.
- If requested, an ICTM Executive Board member will be assigned as a mentor to each awardee.
- Provide an itemized report listing expenses with receipts for travel, housing and/or registration along with your article to the Grant Committee at ICTMgrants@gmail.com within one year of application.
- Funds will be dispersed shortly after receipt of these documents.
- Grant funds must be used within one year of application.

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The grant application has three parts: (1) cover sheet, (2) rationale, and (3) budget form.

- (1) **Cover sheet:** The one-page cover sheet should be completed and attached to the front of the grant proposal. The applicant and the applicant's principal must sign it.

- (2) **Rationale:** The rationale must be no more than two, single-spaced typed pages and should address the following questions:
 - What conference do you wish to attend?
 - What is (are) your objective(s) in attending this conference?
 - How will your conference attendance enhance student learning?
 - What other NCTM conferences have you attended?
 - How will you share what you learn at this conference with other mathematics teachers in your district?

- (3) **Budget:** The applicant may request up to \$800.
 - On the form provided, please detail your budget request. The budget page should be attached at the end of the project description.
 - Participants are required to submit an itemized report listing expenses with receipts for travel, housing and/or registration along with your 500 – 2000 word article to the Grant Committee ICTMgrants@gmail.com within one year of application.

Applicants must submit the completed application for approval to the Grant Committee by emailing ICTMgrants@gmail.com no later than June 30th.

IOWA COUNCIL OF TEACHERS OF MATHEMATICS
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Cover Sheet

Please type and complete all information:

Applicant's Name _____

Current Teaching Assignment: _____

School Name and Address: _____

E-mail address: _____

School Phone Number: _____ School Fax Number: _____

ICTM Membership Expires _____

NCTM Conference you wish to attend: _____

Budget Request: _____

If awarded this grant, I will do one of the following. (Please check one box.)

Present at the Annual ICTM Conference.

Write 500 - 2000 word article for ICTM website about new learning from conference.

The Principal's signature below indicates his/her willingness to allow the recipient to attend the NCTM Regional or National Conference of the recipient's choice.

Date

Signature of Applicant

Date

Signature of Principal

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*Budget Request***

(1) Total Budget Needed. Include such items as registration fees, travel expense, and lodging expense.

Item	Cost
TOTAL BUDGET NEEDED	(1) \$

(2) Other Sources of Funding: If any outside funds are available to support attendance at this Conference, list the source and amount expected. (For example, donations from individuals, organizations, businesses, etc; other grant funds).

Source	Amount
OTHER SOURCES OF FUNDING	(2) \$

(3) Grant Amount Requested: total below must not exceed \$800, the maximum available.

GRANT AMOUNT REQUESTED	(1) \$	-	(2)	= (3) \$
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