

Directions

Please read all directions carefully and fill out application and cover sheet completely, as directed. Failure to correctly list the NCCTM region and membership number will cause your application to not be considered. Be sure that your NCCTM membership is current and active for the 2009-2010 school year! Be sure that it is a NCCTM membership and not NCTM or some other organization. Each year we have applications that can not be considered because of the membership requirement.

Mini-Grant Description

The North Carolina Council of Teachers of Mathematics through its mini-grant program, provides incentive funding for North Carolina teachers as they develop activities to enhance mathematics education. This program will provide funds for special projects and research, which will enhance the teaching, learning, and enjoyment of mathematics. There is no preconceived criterion for projects except that students should receive an on-going benefit from the grant. Available to current members of NCCTM, the mini-grants are awarded by each of the three regional organizations to members within their geographic boundaries (If you incorrectly identify with the wrong region, your proposal will be ineligible for funding). A total of \$15,000 is available each year for the state's mini-grants, with each region awarding approximately \$5000 in grants to its members. In recent years, approximately 30-35 proposals have been partially or fully funded, for an average grant of just less than \$800. Grant proposals must be emailed as a Word document on or before **September 15**, and proposals selected for funding will receive their funds as soon as possible after the state conference. You will receive an email confirmation of receipt once your proposal has been received. If you do not receive a confirmation within one week, it is your responsibility to follow-up with the Mini-grant Coordinator.

MINI-GRANT APPLICATION GUIDELINES

For your project proposal to receive favorable consideration, the guidelines below should be followed. Use section one (I) as an outline for your proposal, being certain to incorporate the points in section two (II) - The proposal should be typed or printed clearly in black ink to facilitate reproduction for judging-

- I- Projects will be evaluated on the following criteria:
- A. Purpose/objectives
 - B. Justification (why project is important)
 - C. Implementation/plans
 - D. Impact - # of students, reusable materials, etc.
 - E. Economic feasibility (can it be done with funds requested)
- II. Project description should include the following:
- A. What the project is expected to accomplish
 - B. Specific/details of the project
 - C. Number of students to be served
 - D. Detailed budget (No Stipends)
 - E. How you will share the outcomes of your project (i.e., submit an article to the *Centroid*, present at the state or regional conference, etc.)
- III. Possible projects for consideration include: Math clubs, field days, contests, math activities and laboratories, research projects/topics, family math, and parent workshops, etc. This list is not meant to limit you to these ideas. Creativity is encouraged.
- IV. Proposals must be submitted for consideration in the correct NCCTM Region. Be sure to verify your region before submitting.

North Carolina Council of Teachers of Mathematics

NCCTM Regional Structure



North Carolina Council of Teachers of Mathematics

Mini-Grant Proposal Cover Sheet

Grant Applicant(s) _____

Position: _____ School/Institution: _____

Home Address _____

Home Telephone: _____ County: _____

School Address: _____

School Telephone: _____ County: _____

Applicant Email (required) _____

NCCTM Membership # _____ NCCTM Region _____

Principal name and email address _____

Superintendent name and email address _____

School System Public Relations Officer name and email address _____

- In order to ensure blind screening of your proposal, **please do not mention your name or the name of your school or institution in your proposal.** This cover sheet will be removed after a code number has been assigned to your proposal. Proposals should be limited to two pages in length.
- All proposals must be **emailed as a Word document on or before September 15.**
- All applicants must be members of NCCTM by September 1 **for the school year in which their proposals are funded.**
- Only one application per member, per year, will be accepted.
- Receipt of grant proposals will be acknowledged by email within one week of receipt.
- Grant recipients will be notified as soon as possible following the NCCTM State Conference.

Title of Project _____

Amount Requested: _____

Please have the principal of your school/supervisor of your institution sign below to indicate his/her support and approval of your proposal. The coversheet, with a valid signature, must be scanned and emailed as a separate attachment or postmarked by September 15. Cursive font is not a valid signature. Proposals without valid signatures will not be considered.

_____ Signature	_____ Position	_____ Date
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Return this application form and direct all questions to:

Sandra W. Childrey, Coordinator
NCCTM Mini-Grant Committee
111 Durlington Place
Cary, NC 27518
Phone 919-816-9042

Applications should be emailed as a Word attachment to: **schildrey@wcpss.net** by **September 15.**

Please be aware that NCCTM is required to report all grants of \$600 or more to the Internal Revenue Service. In such a case you will receive an IRS Form 1099-MISC from NCCTM. NCCTM has been advised that if you receive one of the NCCTM grants, you must include the grant proceeds in income.