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# INDIANA COUNCIL OF TEACHERS OF MATHEMATICS

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## PROFESSIONAL DEVELOPMENT GRANT

The Indiana Council of Teachers of Mathematics is dedicated to the on-going professional development of its members. It is the ICTM's desire to help in the continuing development of teachers, particularly where local funds are insufficient. Therefore, the ICTM has set aside up to \$2000 in grants that can be used to assist in a professional development activity.

At least five math teachers must be involved, all currently teaching in an Indiana grades K-12 school and at least one a current ICTM member. All participants must be from the same school or corporation. Funds can be used for speaker fees, purchase of books or training materials, or conference registration fees. The school or corporation must support the grant by contributing a minimum of \$100 directly to the project (e.g., purchase of materials, speaker fees, or books) or paying a minimum of \$300 in related expenses (e.g., substitute pay, travel expenses). The grant cannot fund travel expenses, teacher stipends, or substitute pay.

To apply for the professional development grant, prepare a typed, double-spaced proposal that includes

- participant information (names, grades taught, grant contact person),
- school information (name, address, contact information, principal),
- objectives for the professional development activity,
- a description of the professional development activity (including dates and location),
- a description of how the success of the project will be assessed,
- a budget, and
- a statement signed by the principal or superintendent describing the school's or corporation's financial support.

For funded projects, the grant contact person must submit a report no later than 30 days after the activity has taken place. This report must include a budget report. Limit your response to five typed pages in a standard font, double-spaced with 1-inch margins.

Successful grant recipients will be encouraged to

- present a session about completed project at a fall ICTM conference or
- submit a summary of the project as a manuscript for possible publication in the *Indiana Mathematics Teacher*

Please mail these items to:

Indiana Council of Teachers of Mathematics  
c/o Priscilla Donkle  
4101 Hemlock Drive  
Valparaiso, IN 46383

or email them to Priscilla Donkle at [donkle3@hotmail.com](mailto:donkle3@hotmail.com)

Proposal Deadlines: February 1 and July 1 of each year