



## 2018-2019 Flanagan Innovation in Mathematics Education Grant

### PROPOSAL GUIDELINES

The proposal must be typewritten, double-spaced and single-sided (please organize as outlined below), with 1-inch margins on 8.5" x 11" paper. Font size must be no smaller than 10-point (Times Roman or Calibri suggested).

- I. Cover Page and Applicant Personal Information Sheets (see below, signatures required)
- II. Proposal (5 pages maximum) – See also Selection Criteria.
  - Description – Include a complete description of the project. Describe the what, how, and why of the plan and an outline of materials to be incorporated. Include number of students involved, timeline for implementation, and how project will be evaluated.
  - Objectives/Outcomes – Describe how you plan to assess the impact of the proposed units/lessons/activities on students' learning and motivation
  - Timeline
  - Budget – Include a detailed, itemized budget, presented by line item in a table format, which supports your proposal. It must include clear item description as well as an accurate estimate of dollar amount. Justify acquisition of equipment, travel, training, and/or personal stipends. Remember that the maximum award is \$5000.
  - Replication – Briefly indicate how your project might be used in other classes, grade levels, and/or schools.
- III. Background and Experience of Applicants (one page maximum per applicant, outline format preferred.)
  - Formal education: Indicate the institution, type of degree, major, minor, and date each degree was granted.
  - Teaching experience: Indicate the school(s), teaching assignments, and other pertinent information, including continuing education and recent professional activities.
- IV. Letter(s) of Support (one page maximum each)
  - Principal Letter of Support: The letter must be signed on school stationery, confirming the teaching status of the applicant(s) and indicating strong support for the proposal.

**One copy of the complete proposal must be mailed in a single packet addressed to the VCTM Flanagan Grant Committee, c/o Lynn Foshee Reed, 13907 Cobble Glen Court, Chester, VA 23831. The application packet must be received by Friday, January 5, 2018. Lack of an applicant's signature will automatically disqualify the proposal, and only complete applications will be considered.**

### FINAL REPORT REQUIREMENT

- Awardees must submit a report (not to exceed two double-spaced pages) recounting the results and indicating plans for future replication or extension by May 31, 2019.
- Awardees must submit an itemized report of expenses with receipts by May 31, 2019.
- Seventy-five percent (75%) of the approved budget will be paid at the beginning of the project; the remainder will be paid on receipt of the final report and verified expenses (with receipts) related to the grant.
- Awardees must either make a presentation at the VCTM Conference or write an article for the Virginia Mathematics Teacher about the results or products of their Flanagan Innovation Grant.