



**Wisconsin  
Mathematics  
Education  
Foundation**

**Dr. Henry Kepner  
Long-term Professional  
Development Grant**

Deadlines:

July 1 for programs beginning in the fall of a school year

December 1 for programs beginning after January 1

The purpose of this grant is to provide financial assistance to Wisconsin teachers, grade level groups, or school districts for long-term professional development pertaining to mathematics education. Grants of a maximum of \$4000 will be awarded to help support sustained professional learning that engages teachers in deepening their mathematical knowledge, pedagogical content knowledge of mathematics, knowledge of students as learners of mathematics, and in improvement of instructional practices.

Long-term professional development for purposes of this award is defined as 6 to 12 months of sustained and intensive engagement in professional learning. For example, the extended period could be a summer and at least one semester of a school year or over the academic school year.

The project could include in-service mathematics education sessions, development of teacher leaders, implementation of a new standards-based mathematics curriculum aligned with rigorous standards, development and implementation of standards-based aligned curricular units or assessments, or on-going professional development centered on best practices in mathematics education. In all cases, the focus of the proposed professional development should be on improving teaching and student learning.

Proposals should include a provision for mathematics education experts as consultants, coaches or advisors from outside or inside of the school district. Proposals may also include funds for materials, substitute teachers, and conference or workshop registrations. Proposals should address the requirements listed below.

Interested Wisconsin teachers, grade level groups and districts are invited to submit a proposal. Applications are due by December 1st (for needs beginning January 1st) and July 1st (for needs beginning August 1st). Applicants will receive notification of the acceptance or rejection of their proposal within one month of the due date. Submit the completed application and attachments to: [wmef@wismath.org](mailto:wmef@wismath.org)

## **Proposal Requirements**

- I. WMEF Grant Cover Sheet
- II. Proposal
  - a. Overall goal of the project
  - b. Need: Give a brief, specific description of the need for the proposed professional development.
  - c. Grade-level focus
  - d. Mathematics content
  - e. Plan: Describe how the proposed project will be conducted and how it will meet the identified needs listed above.
  - f. Timeline
  - g. Number of teachers impacted
  - h. Number of students impacted
  - i. Mathematics education consultants, coaches or advisors involved in the project and describe their role.
- III. Budget Request Form: Include an itemized budget listing funds requested from WMEF, district financial support, and other sources of funding.
- IV. Expected outcomes
- V. Evaluation: Describe a plan for evaluation of the proposed project that will show evidence of success. Evidence of success could include, but is not limited to, analysis of pre-post surveys, transcripts of interviews with teachers or students, copies of student work, or reflections from teachers about their new knowledge and how it has positively impacted their classrooms.
- VI. District Administrator's Letter of Support
  - a. Letter must be signed on school district stationery and indicate strong support for the proposal.
  - b. Any district assistance should be stated in the letter. This support would include district financial support, materials provided or purchased, and teacher release time.

## **Final Report Requirements**

Grant awardees will be required to submit a report of the activities engaged in during the course of the project, the outcomes accomplished, evaluation of the project, and an itemized report of expenses. The report should also include a one paragraph summary description of the project and its results appropriate for a news release or other public information purposes.

In order to benefit the mathematics education community in Wisconsin, the WMEF Committee encourages grant awardees to do one or more of the following:

- Submit an article to the Wisconsin Teacher of Mathematics to be linked on our website or shared via e-blasts.
- Submit a presentation proposal for the Wisconsin Mathematics Council Annual Conference concerning the project and its results.
- Provide a workshop or professional development related to the project to other teachers in or outside of the school district.

### **Reimbursement**

Reimbursement of expenses will be paid in a timely fashion upon the WMEF receiving the final report requirements listed above and itemized report of expenses with receipts (see the Budget Reimbursement Form on the grant website) consistent with the original budget request. Expenses will be paid to the primary grant applicant or to a designated recipient.

**Variation from the items in the budget request must be approved prior to expenditure and subsequent reimbursement.**