

Math Teachers' Circle Network Small Grant Program

SMALL GRANT APPLICATION

OVERVIEW

The Math Teachers' Circle (MTC) Network Small Grant Program is sponsored by the American Institute of Mathematics (AIM; www.aimath.org), Math for America (MfA; www.mathforamerica.org), and other donors. The program's primary objective is to increase the diversity of the teacher and student populations served by MTCs. An additional objective is to encourage the development of statewide or regional MTC networks. Specifically, the program supports:

- New MTCs focused on serving teacher and/or student populations traditionally underrepresented in mathematics
- Targeted efforts by existing MTCs to enhance the diversity of the populations they serve
- New statewide or regional MTC networks focused on serving teacher and/or student populations traditionally underrepresented in mathematics
- Targeted efforts by existing statewide or regional MTC networks to enhance the diversity of the populations they serve

MTC Network Small Grants will range from approximately \$250 to \$3,000 per award and will support the following activities:

- Multi-day intensive workshops ("Immersion Workshops")
- Regional network leaders' meetings
- Mentoring visits by experienced MTC leaders ("Circle Mentors")
- Leadership team visits to nearby MTCs ("Sister Circles")
- Other targeted activities intended to broaden participation and access

ELIGIBILITY AND RESTRICTIONS

To be eligible for a small grant, a Math Teachers' Circle or regional network must have:

- A **leadership team** of two K-12 mathematics teachers or teacher leaders, and two higher-education mathematics professionals;
- A **host institution** committed to supporting your Circle or network;
- (New MTCs/networks only:) A **letter of commitment** from your host institution. A sample letter of commitment is provided at the end of this application form.

Applications must provide evidence that the proposed activities will be intentionally inclusive of populations who are underrepresented in mathematics. Selection criteria will include strength of the leadership team, level of commitment from the host institution, and anticipated effectiveness in recruiting the target populations into mathematics.

MTCs that have current grant funding over \$25,000 from any source are not eligible, unless the small grant project is distinct from currently funded work.

Small grants are made for a period of 12 months. Exceptions to the standard timeline may be considered if the request is well justified. Grant recipients are expected to provide an interim report of their activities by November 15, 2019, and a final report by May 31, 2020. Please note that no funds from this award may be used to cover overhead or administrative costs.

APPLICATION GUIDELINES

Complete the application form according to the instructions in this document. Use single-spaced type, one-inch margins, and a font size of 12 pt. Total application should not exceed 4 pages:

Section 1. Contact Information (1 page)

Section 2. Project Information (2 pages)

Section 3. Letter of Commitment (for new MTCs or statewide/regional networks; 1 page)

Please submit your small grant application to circles@aimath.org as a single PDF file titled “[Name of your Math Teachers’ Circle] Small Grant Application.”

The priority deadline for applications is Monday, April 15, 2019. Later applications will be considered if funding is available. We strive to respond to all applications within 2-4 weeks of receipt. Please write to circles@aimath.org with any questions.

FAQ

What is a Math Teachers’ Circle (MTC)? Math Teachers’ Circles are groups of K-12 teachers and mathematicians who meet regularly to work on rich math problems. The goals are to engage teachers in actively doing and discussing mathematics, and to build a community of mathematics professionals dedicated to improving education for all students.

Who is on a leadership team? A leadership team consists of at least two K-12 mathematics teachers or teacher leaders (e.g., classroom teachers, math coaches, math specialists, and/or district-level staff), and two higher-education mathematics professionals (e.g., professors of mathematics, mathematics education, or another highly mathematical field who teach at an institution of higher education, including community colleges).

What is a host institution? A host institution provides a permanent “home” for a MTC. Examples of potential host institutions include higher-education mathematics departments, campus-wide STEM centers, schools or school districts, research institutes, community centers, churches, county offices of education, professional development centers that serve several school districts, or some combination of these institutions.

What commitment is required to host a MTC? At minimum, a host institution must commit to providing space for the MTC’s meetings, which typically take place 6 to 8 times per year. If the host institution is associated with an institution of higher education, the host institution must also commit to encouraging higher-education faculty members to lead sessions for the MTC. Host institutions also typically serve as fiscal agents for the MTCs they are hosting.

Do you have a sample letter of commitment? Yes, a letter template is provided at the end of this application form.

What is an Immersion Workshop? An immersion workshop is an intensive experience focused on mathematics and creating community. It is recommended as the first “big event” for a new Math Teachers’ Circle. Workshop length can vary from 3 to 5 days. For a sample immersion workshop schedule, please visit <http://tinyurl.com/5dayschedule>.

What is a Circle Mentor? Circle Mentors are expert MTC leaders who visit other Circles to lead math sessions and consult with leadership teams, typically during an Immersion Workshop or a regional leaders’ meeting. For a current list of Circle Mentors, please visit www.mathteacherscircle.org/start-a-circle/circle-mentors.

What is a Sister Circle? Sister Circles are geographically nearby Math Teachers’ Circles. For a current list of MTCs, please visit www.mathteacherscircle.org/find-a-circle.

SECTION ONE: CONTACT INFORMATION

The following section should not exceed 1 page in total.

1. Name of Math Teachers' Circle or Network
2. Host Institution
3. Leadership Team
 - a. Names
 - b. Institutional Affiliations
 - c. E-mail Addresses
 - d. Primary Contact Mailing Address and Phone Number

SECTION TWO: PROJECT INFORMATION

The following section should not exceed 2 pages in total.

1. Describe your goals for your MTC or network. What progress, including both successes and challenges, have you already made toward these goals? How will a MTC Network Small Grant help you achieve them?
2. Provide an outline, timetable, and budget for the activities for which support is requested. Grant awards are expected to range from approximately \$250 to \$3,000. Allowable expenses include meals or per diem, stipends, materials (copies, classroom supplies, etc.), travel, and/or promotional materials such as t-shirts and mugs. No funds are to be used to cover overhead or administrative costs.
3. List any other funding or in-kind donations received, anticipated, or applied for to date.
4. If you are requesting to be matched with a Circle Mentor and/or Sister Circle, please indicate whether there is a specific person or MTC you would like to work with.

(We try, but cannot guarantee that we can accommodate all requests. Note that we prioritize developing strong connections between geographically close Circles.)

SECTION THREE: LETTER OF COMMITMENT (NEW MTCS/NETWORKS ONLY)

The following section should not exceed 1 page in total. Below is an example letter of commitment from a math department chair that you may use as a template for your letter.

Dear Math Teachers' Circle Network,

As the chair of the Department of Mathematics at XYZ College, I am pleased to commit our department to hosting the ABC Math Teachers' Circle. We will provide meeting space for 6 to 8 Math Teachers' Circle meetings each academic year, and, if requested, we will also do our best to provide meeting space for summer workshops. Faculty will be encouraged to visit and lead sessions of the Math Teachers' Circle. Their involvement will be documented as part of their professional service to the department and university and as a positive contribution to the department's outreach efforts.

[OPTIONAL] In addition to meeting space and faculty participation, our department is pleased to be able to offer the new Math Teachers' Circle the following [PLEASE INCLUDE ANY THAT APPLY]:

- *Web space to host the MTC's website
- *Meals and refreshments for meetings
- *Copies and office supplies
- *Staff support or a student worker to help with administrative duties for the MTC. Expected time commitment is approximately 10 hours per meeting.
- *[LIST ANY OTHER SUPPORT WE ARE ABLE TO OFFER]

I look forward to working with the leadership team of the ABC Math Teachers' Circle and to contributing to its long-term success by hosting it in our department.

Sincerely,