



Stafford Grant Checklist and Rubric

To be used by the WMEF Committee when determining if an application meets the criteria for funding

Project Name: _____ Date submitted: _____

Compliance Items Checklist completed by: _____ Date: _____

Completed?	Item
	Grant Cover sheet
	<ul style="list-style-type: none"> • All contact information
	<ul style="list-style-type: none"> • Appropriate signatures
	Proposal
	<ul style="list-style-type: none"> • Overall goal of the project
	<ul style="list-style-type: none"> • The Wisconsin Mathematics Education Foundation awards grants of up to \$1,500 each to encourage and support the efforts of an individual or teams of mathematics educators to take course work or to attend conferences or workshops. The focus of the courses/ workshops/ conferences should center on the enhancement of instructional methods, promotion of the effective teaching of mathematics at all levels and the improvement of student interest and scholastic achievement in mathematics.
	<ul style="list-style-type: none"> • Name of the conference/ workshop/ course work and sponsor of the conference/ workshop/ course work.
	<ul style="list-style-type: none"> • Reasons for wanting to attend the conference/ workshop/ course work.
	<ul style="list-style-type: none"> • What need will attendance at the workshop/ conference/ course work address?
	<ul style="list-style-type: none"> • Approximately how many students will be directly impacted as a result of attendance at the workshop/ conference/ course work? What grade level(s) will be involved?
	Budget
	<ul style="list-style-type: none"> • Includes an itemized list with costs; all items on the list have been included in the proposal and play an important role in the implementation of best practices (maximum \$1500)
	<ul style="list-style-type: none"> • Includes a list of additional sources of income that have been considered
	District Administrator's Letter of Support
	<ul style="list-style-type: none"> • On district stationery
	<ul style="list-style-type: none"> • Indicates strong support for the materials / resources
	<ul style="list-style-type: none"> • Includes local financial assistance that may also support the project

Stafford Grant - Rubric Items - 1 is a low mark, 5 is a high mark

Project Name: _____ Date: _____

Evaluator's Name _____ Date: _____

In your opinion, what is the likelihood that this grant will improve student thinking and learning? 1 2 3 4 5

In your opinion, what is the likelihood that this grant will improve teacher beliefs and behaviors? 1 2 3 4 5

Approximate number of teachers directly impacted _____ Indirectly impacted _____

Approximate number of students directly impacted _____ Indirectly impacted _____

Recommendation

- Do not fund
- Revisions needed before funding
- Fund with suggestions
- Fund partially
- Fund fully

Grant champion: _____

Perceived strengths:

Opportunities for improvements:

Notes and Comments: