



Donna Matthews Professional Development Fund
2019 Scholarship Application Guidelines

Museums Alaska is committed to helping its members attend its annual conference by offering scholarships for travel and conference related expenses. This initiative is made possible by income from our auction and donations to the Donna Matthews Professional Development Fund.

ELIGIBILITY

1. Applicant must be a current individual member of Museums Alaska.
2. If you received a scholarship in 2018 you are not eligible for a scholarship in 2019. Awardees must wait one award cycle to reapply.
3. Active Museums Alaska Board members, scholarship review committee members, and their immediate family (parents, sibling, spouse, child) are ineligible.

APPLICATION INSTRUCTIONS

1. Applications are accepted online only.
2. Review the application form carefully and follow all requirements. Give full answers to all questions.
3. A letter of support must accompany each application, preferably from the applicant's institution or advisor.
4. Awards are made on the basis of demonstrated need and merit. This is a competitive process: neatness, clarity, and concise—yet substantive—answers count!
5. Eligible expenses include: airfare or mileage costs, lodging, and the standard member registration fee. Car rental, taxi, and meal costs are not eligible.
6. If you have questions about the application, please email director@museumsalaska.org.
7. **Deadline:** Applications must be submitted online by 5:00pm on July 15, 2019.

SCHOLARSHIP AWARD REQUIREMENTS

1. Recipients must attend the entire meeting, September 26-28, 2019.
2. Recipients must volunteer as monitor for a minimum of one conference session (to track the number of attendees, distribute and collect session evaluations).
3. Following the conference, recipients must submit a final report no later than 5:00pm November 1, 2019, including:
 - a. An article (min. 300 words, with at least one image taken at the conference) to be published on the Museums Alaska website.
 - b. An image of the scholarship recipient, to be included with the blog article (headshot preferred).
 - c. A final accounting and narrative, including receipts for qualifying conference expenses (airfare, mileage, lodging, registration).
4. Recipients must pay expenses up-front and will be reimbursed within 30 days of presentation of receipts. Reimbursement will be made to individual recipients only, not institutions. Reimbursement will not be made without receipts.

REVIEW/AWARD PROCESS

1. Applications will be scored on the following criteria:
 - a. Previous conference scholarship recipient: 3 pts = never received a scholarship before; 2pts = received a scholarship 3+ years ago; 1 pts = received a scholarship 2 years ago.
 - b. Presentation planned: How well does the applicant describe their contribution, session, or workshop information? (Not presenting = 0 pts; Presenting with poor description = 1 pts; Presenting with good description = 2 pts.)
 - c. How well does the applicant justify their need for the scholarship, and explain all the conditions that make it necessary for them to receive the funds requested? (scale of 1 to 5)
 - d. How well does the applicant explain how the meeting will enhance their professional skills and/or augment past professional training? (scale of 1 to 5)
 - e. How well does the applicant describe how their participation in the meeting will benefit others, and how they intend to apply skills and ideas learned at the conference in their own community or institution? (scale of 1 to 5)
 - f. How well does the applicant follow the budget criteria? Eligible expenses: airfare, mileage, lodging, and registration. Car rental is not eligible. (scale of 1 to 5)
2. Applications will be reviewed and scored by the Museums Alaska Scholarship Review Committee. Every reviewer scores every application according to the criteria above. The committee will then convene to discuss, rank, and select awardees.
3. In 2019, five scholarships of \$550 will be awarded.