MUSEUM PROGRAM

PROFESSIONAL DEVELOPMENT GRANTS

OVERVIEW

The Museum Program of the New York State Council on the Arts (NYSCA), in partnership with CNY Arts, will award over $32,000 in Professional Development Grants to New York State-based museums, historic sites, and museum service organizations in 2019.

With these grants NYSCA provides opportunities for museum professionals to attend conferences and workshops or to visit other museums and meet with colleagues across New York State.

Awards of up to $500 will be available to support travel and/or registration fees for single or multiple participants. ***Each museum or museum service organization may submit only one application; however, a single application may include multiple people and/or multiple events for no more than $500 total. No individual may appear on more than one application.***

Eligible museums must generally be chartered by New York State. If your museum is not chartered, please contact Kristin Herron, Program Director at NYSCA prior to applying. Professional development grants may not be sought by staff of New York State historic sites, SUNY or CUNY museums, nor can the travel be related to other state agency work.

Examples of eligible professional development include:

- Travel to view exemplary exhibitions, collections management projects or interpretive programs in New York State.

- Travel to conduct research in New York State related to your institution's collections or exhibitions.

- Travel and registration fees for professional conferences or workshops in New York State.

- Conference registration fees for regional and national museum conferences.

- Registration fees for online training courses, in-person classes and professional courses.

- Invite an expert/facilitator to work with your staff/board on a specific issue.

Professional Development Grants cannot support out-of-state travel expenses such as mileage, airfare or hotel. Nor can they be applied towards meal and entertainment expenses whether traveling in-state or out-of-state.

APPLICATION PROCESS

Application will be by Google Form, and **the link will be live on January 4, 2019**.

Two weeks later, **on January 18, 2019 at 5:00 pm the application will close.** Applications will be reviewed for eligibility. All eligible requests will be considered for funding. *If the amount requested by all eligible applicants exceeds the amount available, a random drawing will be held to select those that will receive support. Priority will be given to applicants who have not received Museum Program Professional Development Grants in the past two years.*

Approved applicants will be expected to provide a signed letter from their direct supervisor confirming their participation. They will also be asked to fill out a W9 for their museum which NYSCA will send to our partner, CNY Arts. CNY Arts will distribute the awarded funds once they have received the money from New York State.

IMPORTANT NOTE: *In most cases these awards will be reimbursable. Applicants must be able and willing to pay for the opportunity up front before funds are released.*

CHECKLIST:

To Apply:
_____ Museum Program Professional Development Application – Google Form

If Supported:

_____ Signature of direct supervisor confirming your ability to participate in the professional development opportunity.

_____ W9 for the applicant, for our partner CNY Arts which distributes the awards.

_____ Final report, due 30 days after the completion of the professional development opportunity.

NYSCA MUSEUM PROGRAM PROFESSIONAL DEVELOPMENT GRANTS WEBINAR

If you would like more guidance on submitting a NYSCA Museum Program Professional Development Grant, please attend this Webinar. If you are unable to participate, a recording will be made available later.

To participate in this Webinar you will need to log in via computer and dial in via telephone.

WEDNESDAY, DECEMBER 19, 2018
12:30 – 1:30 pm
Meeting Number: 643 987 608
Meeting Password: NYSCA19

To View the Webinar Logon at:
https://meetny.webex.com/meetny/onstage/g.php?MTID=e29edd1995c198e9b8079e7b9f741 68c7

Please be aware you may need to run a temporary application to be able to use this system – you are advised to logon at least 5 minutes early to resolve this.

To Listen to the Webinar:

For audio access you must use your phone. You will be given an option when you log on above to have the system call you or to dial in.

To Dial in:
US Toll Free: 1-844-633-8697
Local: 1-518-549-0500
Access code: 643 987 608

Please be aware that participants will be muted. You will, however, have the opportunity to use the CHAT function to pose questions. Questions will be read and answered, however your identity will remain anonymous.

Here is what we will ask of you on the application form:

1. Email address: (*This should be the contact for this award – whoever should receive communication from NYSCA*).

2. Contact first name (*This should be whoever is responsible for completing paperwork and receiving the check, should your application be funded*).

3. Contact last name

4. Museum name, full address

5. County (click the county)

6. Regional Economic Development Council region (click on the region)

7. Identify museum operating budget, by selecting a category.

8. Who would like to participate in Professional Development? Please list the name and title of each person seeking support.

9. Provide a brief biographical statement for each proposed participant, highlighting their museum experience and relevant education.

10. What professional development opportunity/ies do you wish to participate in? Please include the dates and, if possible, a URL for the opportunity. If this involves site visits to museums, please identify the museums, who you will meet with, and your goals for the visit.

11. What is the last date of any professional development opportunity you are applying for (The final report will be due after this date)?

12. How will this opportunity benefit the individuals and the museum?

13. How much are you requesting? (Maximum: $500)

14. Please itemize the total costs including registration fees, accommodations, and travel. If this exceeds $500 please explain how the remaining costs will be me. (Please remember no out-of-state travel costs are allowed).

15. I acknowledge that should I receive funding my supervisor must confirm his/her support in writing. (You will be required to click a box for this)

16. I acknowledge that if I am applying to participate in a professional development opportunity) which involves an application process I must provide NYSCA with proof of acceptance to be able to receive the Professional Development Grant. (You will be required to choose either "I understand" or "not applicable"

NYSCA MUSEUM PROGRAM PROFESSIONAL DEVELOPMENT OPPORTUNITY FREQUENTLY ASKED QUESTIONS:

Q: How do I know if I have met basic eligibility requirements?
A: Your museum or museum service organization must be a non-profit based in New York State and, in most cases, chartered by the New York State Museum Chartering Office. Staff or volunteers must have permission to participate and the professional development opportunity must be clearly related to their work at the museum so that it benefits both the individual and the museum.

Additionally, past recipients must have completed a final report form prior to the deadline, or they will not be eligible.

Q: How do I know if my museum is Chartered?
A: New York State is the only state which requires museums to be chartered through the New York State Education Department – this is handled through the Chartering Office of the New York State Museum: http://www.nysm.nysed.gov/chartering. We will use the most recent list of chartered organizations when reviewing eligibility. If you have questions about Chartering, please contact charters@nysed.gov. If you are uncertain if you are eligible for this grant, please contact Program Director, Kristin Herron at Kristin.Herron@arts.ny.gov.

Q: How do I know if you have received my application?
A: When you submit the Google Form you will immediately receive a response that "Your application has been received."

Q: How do you decide who receives these grants?
A: We typically receive more requests for Professional Development Grants than we have funds available. In that case a random drawing is held from all the eligible requests until the funding is expended. In 2017 this program supported 108 museum professionals, representing 26 counties and all REDC regions. In 2018 support was awarded for 85 museum professionals representing 33 counties and all REDC regions of New York State.

Q: What do you mean by "priority will be given to applicants that did not receive support in the past two years"?
A: To be most equitable in supporting professionals from across New York State, we will award the first ½ of the awards by drawing only from a pool of applicants who have not previously received support. Then we will draw from all the remaining candidates until funds are allocated.

Q: How can I make the best argument to be funded?
A: Unlike other NYSCA grants which are evaluated for the cases they make for funding, these requests are only "evaluated" in terms of eligibility. If a New York State-based museum or museum service organization applies on behalf of a staff member or volunteer, and that person/s is seeking a professional development opportunity that benefits the museum as well as him/her, with no out-of-state travel costs included… then it will be considered as noted

Q: I want to attend a conference in Fall 2019. Should I wait to apply until the summer?
A: No. You should apply as soon as you know that you intend to participate in a professional development opportunity. It is fine to apply in January for a conference which occurs in October. In fact, our experience is that funds are all obligated by the January deadline.

Q: When will you notify me if we have been awarded a grant?
A: You will hear back by mid-February.

Q: If we are awarded funds, are they reimbursable or will we receive the money up front?
A: While these grants are not intended to be reimbursable, practically speaking in most cases they will be. CNY Arts will issue checks to the successful applicants, but not until CNY Arts itself has received the funds from New York State. Their award is disbursed in three separate payments. Thus, some recipients may well have a letter confirming their award, but funds may not be received until after the opportunity concludes. This will likely be the case for opportunities earlier in the calendar year. If you will not be able to participate until funds are received, please reconsider applying for this grant or apply for an opportunity later in the year.

Q: What if I am awarded a Professional Development Grant, and then later I cannot attend the conference? Can I use it for something else? Can someone else go in my place?
A: Professional Development Grants will be awarded to the applicant for the event/opportunity cited in the application. Should a problem arise you must contact Program Director Kristin Herron immediately.

You may also submit a "back-up" professional development opportunity, suggesting alternatives should circumstances arise that prevent attendance at your first choice.

Q: What if I am awarded funds, but then am not able to spend them all?
A: Contact Kristin Herron, Program Director immediately. You will be expected to return the difference.

Q: We want to participate in an opportunity that costs more than $500. Can we partner with another museum and both ask for $500 towards the same training?
A: While we value partnerships, and appreciate the creative thinking, NYSCA funds cannot match other NYSCA funds.

Q: I work part-time at more than one museum. Can I apply for professional development from each of the museums I work for?
A: As our funds are very limited, individuals may only appear on one application.

Q: Can our museum/museum service organization apply to bring a facilitator in to conduct in-house professional development for all staff?
A: Yes, this is a perfectly acceptable option. Please note how many staff, and include a brief

list of names/titles and bios. (If you are a large institution and this list would be cumbersome you could identify in groupings, i.e.: our Museum education department of 50 people including per diem educators and volunteers will participate). You would include biographical information of the facilitator, a URL if the facilitator has one, and describe the professional development opportunity and its benefit to your institution on the form.

Q: My museum receives NYSCA Decentralization funds. Or, my museum is applying for NYSCA Decentralization funds. Can we still apply for the NYSCA Professional Development Grants?
A: Yes! If your museum has applied for or will apply for NYSCA Decentralization funds, your museum cannot apply directly to NYSCA. However, as our Professional Development Grants are administered for us by CNY Arts that rule does not apply in this case.

Q: I work at a large museum, and it's almost impossible to know if anyone else is planning to apply for a Professional Development Grant. What do I do?
A: Each museum may submit only one application. Because Google Forms date/time stamps each application, should a museum inadvertently submit more than one application, we will consider ***only*** the application that was submitted first according to Google Forms.

Q: We want to visit other museums to learn from them. Can't I just use the funds to pay for admission and go when I want?
A: We value opportunities to learn from peers, but this must be a formal learning experience, not just visiting museums as the public would. Your application must identify the museum(s) you intend to visit, why you wish to visit that specific institution, and who you plan to meet with. If this information is not included, the application will be deemed ineligible.