



SCHOLARSHIPS

Donna Matthews Professional Development Fund 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 last year's conference auction and donations to the Donna Matthews Professional Development Fund.

ELIGIBILITY

1. Applicants must be current members of Museums Alaska, either individual members or representing a current institutional member. An institutional membership only covers a single applicant; additional applicants must have individual memberships. Length of membership is a positive factor.
2. Eligible expenses include: transportation costs to/from the conference, lodging, per diem, and/or registration fees. Car rental during the conference is not eligible. Use of airline companion fares and other cost-saving measures (roommate, etc.) are positive factors. You must demonstrate at least 25% in matching funds, whether through personal/institutional funds, other grants/scholarships, or cost-saving measures.
3. Recipients must attend the entire meeting, September 13-15, 2018. For all applicants, attendance at pre-conference workshops and events is optional, but may be included in the costs to be covered in the scholarship application. Attendees primarily attending Museums Alaska sessions will be given preference.
4. Active Board members, scholarship review committee members, and their immediate family (parents, spouse, child) are ineligible.

APPLICATION INSTRUCTIONS

1. Applications are accepted online only.
2. Please review the application form carefully, and pay special attention to the requirements.
3. When filling out the application, please provide complete numbers for your budget and give comprehensive answers to the questions.
4. A professional letter of support for each applicant is required.
5. Awards are made on the basis of demonstrated need and merit. It is a competitive process: neatness, clarity, and concise—yet substantive—answers count!
6. If you have questions about the application, please email: scholarship@museumsalaska.org.
7. **Deadline:** Applications must be submitted online by 11:59pm on July 31, 2018.



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SCHOLARSHIP AWARD REQUIREMENTS

1. Recipients must attend the entire meeting, September 13-15, 2018.
2. Following the conference, recipients must write an article (min. 300 words, plus at least one image) to be published on the Museums Alaska website due no later than November 1, 2018. Please email articles to scholarship@museumsalaska.org.
5. Recipients must pay expenses up-front and will be reimbursed upon presentation of receipts. Reimbursement will be made to individual recipients only, not institutions. Reimbursement will not be made without receipts. Receipts must be submitted by November 1, 2018.

REVIEW/AWARD PROCESS

1. Applicants will be scored on the ability to match funds, demonstrated need, merit, and membership.
2. Applications will be reviewed and scored by the Museums Alaska Scholarship Review Committee. Every reviewer scores every application, awarding sections (eligibility, each question, and budget) a score from 1 to 5. The committee will then convene to discuss, rank, and determine final award amounts.
3. Award amounts vary by year and case, but often are within \$300-\$700 per recipient. Funds are limited, and partial awards may be given.
4. In the event of excess/returned funding (e.g. an applicant is unable to accept an award), Museums Alaska will redistribute the excess to applicants from the same year, with priority given to partially funded awards.