



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 \$33,420 in Professional Development Grants to museums, historic sites and museum service organizations across New York State in 2018.

With these grants NYSCA provides opportunities for museum staff and volunteers to expand their horizons to travel to professional conferences and workshops or to visit other museums and meet with colleagues across the state.

Museums, historic sites and museum service organizations may apply for awards of up to \$750 to support travel and/or registration fees for single or multiple participants. ***Each museum may submit only one application; however, a single application may include multiple staff members and/or multiple events for no more than \$750 total.***

Eligible museums must generally be chartered by New York State. If your museum is not chartered, please contact Kristin Herron, Arts 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.

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.

In 2017, following our traditional “first-come, first-served,” approach, all of the funds were obligated within the first hour the opportunity opened. For 2018 we have changed this process slightly.

Application will be by Google Form, and **the link will be live on January 4, 2018.**

Two weeks later, on January 18, 2018 as of 5:00 pm we will review the eligible requests and award on a first-come, first-served basis. However, if the amount requested by all eligible applicants exceeds the amount available, we will hold a random drawing to select those that will receive support.

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

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 museum, 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 20, 2017

11:00 AM

Meeting Number: 319 110 120

Meeting Password: NYSCA2018

To View the Webinar Logon at:

<https://meetny.webex.com/meetny/j.php?MTID=m47db967ee463b32e25266a1052752003>

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: 319 110 120

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.

APPLICATION FORM PREVIEW

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

1. Contact email
2. Museum name, full address and county
3. Who would like to participate in Professional Development? Please list the name and title of each person seeking support. (Please include alternates should the staff indicated find they are unable to travel)
4. What would you/they like to do and When is it? Please include a URL for the opportunity.
5. How will this opportunity benefit the individual(s) and the museum?
6. Are you requesting the full \$750 allowed? (choose yes or no)
7. Please itemize the total costs including registration fees, accommodations, and travel (Please remember that these funds can only support in-state accommodations and transportation only). If it exceeds \$750, please explain how the remaining expenses will be met.
8. Please provide a biographical statement for each participant, highlighting their museum experience and relevant education.
9. 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)
10. I acknowledge that if I am applying to participate in a professional development opportunity (for ex: Getty Leadership Institute, Attingham Summer School or Seminar for Historical Administration) 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.

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 Arts 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: Professional Development Grants are typically awarded on a first-come, first-served basis for those meeting basic eligibility requirements. We review the applications in the order in which they are received – Google Forms time stamps each submission. If more requests than we have funding arrive by January 18 at 5 pm we will instead hold a lottery amongst the eligible applicants. Last year 108 museum professionals were supported through these awards, representing 26 counties and all regions of New York State.

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 above.

Q: I want to attend a conference in Fall 2018. 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. We anticipate that funds will be obligated very early in the year again.

Q: When will you notify me if we have been awarded a grant?

A: You will hear back by mid-February if you have submitted by January 18.

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 some cases they will be. CNY Arts will issue checks to the successful museums, 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. Please be sure to save your award letter.

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 individuals named in the application for the event cited in the application. If you are awarded a Grant and then cannot attend, you will have to return the funds.

You can submit an application noting “back-up” attendees. For example, Jane Doe is applying for registration fees for the ABC Conference. You note that should Jane Doe be unable to attend due to unforeseen circumstances, then Tom Smith will go in her stead, if it’s appropriate to that person’s position. You would submit biographical information for both Jane and Tom in this example.

You may also submit a “back-up” professional development opportunity. For example, if you are applying for a program that requires an application, like the Getty Leadership Institute, you may submit a “plan B” should you not be accepted to that Program.

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, ie: 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 s/he 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 via the Grants Gateway. As our Professional Development Grants are administered for us by CNY Arts that rule does not apply in this case.

SELECTED PROFESSIONAL DEVELOPMENT OPPORTUNITIES in 2018

*(You are not required to choose from this list –
it is a resource to share a range of possible opportunities)*

WITHIN NEW YORK STATE

Can be scheduled **Museum Hack Audience Development Workshop**, New York, NY or on-site. https://museumhack.com/audience_development/

April 8-10: **Museum Association of New York Annual Conference**, “Visioning Change,” Rochester, NY. <http://manyonline.org/events/annual-conference-visioning-change>

May 21: **New York City Museum Educators Roundtable**, Teachers College, Columbia University, New York, NY.
<http://www.nycmer.org/index.php?section=annual-conference>

October TBD: **New York Council of Non-Profits’ “Camp Finance”**, New Paltz, NY.
www.nycon.org

October date TBD: **Greater Hudson Heritage Network Annual conference**, Hudson Valley, NY. <http://www.greaterhudson.org>

Ongoing Workshops: **Greater Hudson Heritage Network**, <http://greaterhudson.org>

OUTSIDE OF NEW YORK STATE (for which you may **only** request registration fees)

- February 18-20: **Small Museum Association Conference**, College Park, MD.
<http://www.smallmuseum.org/conference>
- February 21-24: **College Art Association Annual Conference**, Los Angeles, CA.
<http://www.collegeart.org/programs/conference/>
- February 25-27: **Council of American Jewish Museums Conference**, “Responsibility and Empowerment,” Washington, DC. <http://www.cajm.net/conferences-events/washington-dc-in-2018/>
- March 9-11: **Mid-Atlantic Association of Museums**, “Building Museums” Symposium. Philadelphia, PA. <http://midatlanticmuseums.org/building-museums/>
- April 18-21: **Museums and the Web**, Vancouver, BC, Canada.
<https://mw18.mwconf.org/>
- May 5-8: **Association of Art Museum Curators Annual Conference**, Montreal, Canada. http://www.artcurators.org/page/annual_meeting
- May 15-18: **The Association of Children’s Museums**, “Interactivity,” Raleigh, NC.
<http://www.childrensmuseums.org/interactivity/interactivity-2018>
- May 6-9: **American Alliance of Museums**, Annual Meeting, Phoenix, AZ.
<http://annualmeeting.aam-us.org/>
- June 1-5: **Association for Living History, Farm and Agricultural Museums**, “Interpreting our Multicultural Past,” Tahlequah, OK.
<http://www.alhfam.org/2018-Annual-Conference>

September 26-29: **American Association of State and Local History Annual Meeting**, Kansas City, MO. _ <http://about.aaslh.org/future-annual-meetings/>

Sept. 29-Oct 2: **Association of Science and Technology Centers Annual Conference**, Hartford, CT. <http://www.astc.org/conference/>

Nov 7-9: **New England Museum Association Conference**, Stamford, CT
<https://www.nemanet.org/conference-events/conference/>

COURSES WITH APPLICATIONS (*registration only* for those out-of-state)

Applicants are encouraged to apply for a “back up” professional development opportunity as funding can only be awarded with proof of acceptance to the program.

June 8-23: **Getty Leadership Institute**, Claremont Graduate University, CA
<https://gli.cgu.edu/executive-education-programs/gli-2018/>

July 12-29: **Attingham Summer School**, multiple locations in England for the study of historic houses and collections
<http://www.americanfriendsofattingham.org/courses.html>

Oct. 27-Nov. 17: **Seminar for Historical Administration**, Indianapolis, IN.
<https://historyleadership.org/>