



Museum Services Program Professional Development Scholarship

FUNDING OPPORTUNITY: Registration costs up to \$300 [To apply, click here.](#)

The Office of Museum Services provides funding to support museum's staff, board members, or key volunteers to attend relevant conferences/training or online coursework/workshops. These conferences/trainings provide opportunities to expand organizations' skill sets and network with other museum professionals in the field.

GUIDELINES

- Preference will be given to first time applicants
- Applicant must be based in Utah
- An organization may receive funding for up to two staff, board members, or volunteers per fiscal year
- Applicants may receive only one of these awards every fiscal year
- Payment will be given in the form of reimbursement once applicant has registered and provided proof of payment
- Recipients must plan on attending the entire conference/training/online course
- This funding opportunity will be available until funds are expended on an annual basis
- Applicant's organization must have an established DUNS number * (or apply for one)
- Applicants may not be funded if reporting for previous UA&M funding is not up-to-date
- Within one month of attending conference/training, applicant must provide feedback outlining why attendance was valuable and may be asked to contribute to a blog post (email to jenniferortiz@utah.gov)

ELIGIBILITY

Organizations' staff, board members, or key volunteers are eligible to apply if:

- Applicant has approval from organization's Board Chair or Supervisor
- Organization is in compliance with past UA&M funding requirements
- Individual applying is connected to a Utah Certified Museum

PROCESS

1. Fill out and submit application
2. If approved, applicant will receive notification as well as a "Letter of Understanding" that applicant will sign and return.
3. Once applicant has paid for the project, applicant will submit proof of payment (receipt).
4. UA&M will process reimbursement (up to \$300) once receipt has been submitted.
5. Payment will arrive via mail.

*Applicants are required to obtain a DUNS number. This application will be accepted if you have applied for a DUNS number but have not yet received it.

Questions? Contact Jennifer Ortiz at 801-245-7288 or jenniferortiz@utah.gov