



## 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](mailto: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

### 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) AND an agenda for the opportunity
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](mailto:jenniferortiz@utah.gov)**