

PROFESSIONAL DEVELOPMENT GRANTS

APPLICATION REQUIREMENTS



1. Write the Application Narrative

Application Narrative

PLEASE NOTE: Applicants must answer all questions and respect the character limits for each question. Answers to questions in the narrative submitted as supplementary attachments will not be considered for review by the Jury.

A. Professional Development Description and Need

1. Provide a description of the professional development opportunity, including what the opportunity is, and when and where it will, or did, take place. (5 POINTS)

Limit: 200 words.

2. How will, or did, the opportunity support or increase the participant(s)' current knowledge of museum theory and practice? (Stating the participant(s)' current knowledge makes it easier for the Jury to make the connection.) (5 POINTS)

Limit: 250 words.

3. How will this opportunity benefit the participant(s)' personal professional development and their museum or the Alberta museum community? (5 POINTS)

- What are the personal benefits of this opportunity to the participant(s)?
- How will this opportunity help the participant(s) gain information and / or skills useful to their museum or the Alberta museum community?

Limit: 250 words.

B. Facets of Sustainability and Link to Leadership Competencies

1. How will, or did, the opportunity help the participant(s) strengthen the sustainability of their museum, or the Alberta museum community, in one or more of the facets of sustainability as outlined in the *Sustainability Working Group Recommendations Report*? (5 POINTS)

Limit: 300 words.

2. Quote three competencies from the Alberta Museums Association's *Competencies for Museum Leadership* that the professional development opportunity supports, **including sections and page numbers**, and explain how this professional development opportunity supports these competences. (9 POINTS)
Limit: 500 words.

2. Complete the Budget Sheet (5 POINTS)

Using the Budget Sheet provided, show anticipated expenditures and revenues from all sources including cash and in-kind contributions. Indicate if cash contributions are Confirmed or Anticipated; include both in Revenue Total.

Please refer to the Jury Scoring Sheet for adjudication criteria for the Budget Sheet. Provide a written explanation for budget line items that may be unclear to the jury and submit as an attachment.

Applicants should refer to the Alberta Museums Association's current [Subsistence and Travel Rate Allowance](#) for eligible rates for meals and the per kilometre rate for car travel.

The Alberta Museums Association's Grants categories are founded on the principle of cost sharing between the applicant and the Association. The Alberta Museums Association encourages applicants to seek funding from their communities, other granting agencies, donors, and sponsors.

3. Assemble Attachments

RESUMES

If relevant to your application, please include a copy of the participant(s) resumé or relevant aspects of educational and / or employment background.

SUPPORTING DOCUMENTATION

If relevant to your application, please attach any supporting documentation you feel will help the Jury when evaluating your application: (e.g., program catalogue or course description).

QUOTES

Relevant quotes are provided for the expenses outlined in the budget. Applicants submitting a retroactive application must submit one copy of receipts. (Receipts are intended for office use only for the purpose of evaluating successful applications and will not be forwarded to the Jury.)