

# PROFESSIONAL DEVELOPMENT GRANTS

## OVERVIEW AND GUIDELINES



Professional Development Grants provide financial support for professional development opportunities undertaken by both Individual and Institutional Members of the Alberta Museums Association.

## Goals

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To support Individual and Institutional Members of the Alberta Museums Association in undertaking professional development and personal learning opportunities that foster a learning culture in Alberta's museums:

- To increase the awareness of current museum theory and practice;
- To ensure that leaders thrive at all stages of career development and develop succession management tools for museums;
- To increase the awareness and achievement of competencies for museum leadership; and,
- To encourage dynamic learning and creativity in the Alberta museum community.

## Ceiling

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### INDIVIDUAL MEMBERS

Individual applicants may apply for up to 70%, to a maximum of \$2,500, of eligible costs within the Formal Learning and Informal Learning Areas.

### INSTITUTIONAL MEMBERS

Institutional applicants may apply for up to 70%, to a maximum of \$5,000, of eligible costs within the Formal Learning and Informal Learning Areas. In order to access the \$5,000 maximum, applications must support the professional development initiatives of two or more employees or volunteers. If applying to support the professional development of one employee, a \$2,500 maximum applies.

## Release of Funds

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Successful applicants must complete the funded professional development opportunity and submit an evaluation to the Alberta Museums Association before grant funds will be released.

## Application Deadlines

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**February 1, September 1**

### SUBMITTING AN APPLICATION

- Applications and attachments must be submitted online using the form on the Alberta Museums Association website, before 4:30 p.m. on the grant deadline. If the deadline falls on a weekend or statutory holiday, applications must be received by 4:30 p.m. **on the next business day** after the deadline. In fairness to other applicants, late submissions will not be accepted for any reason, but may be eligible for review in a subsequent Grant Run.
- This is an online application process only; faxed and hardcopy applications will not be accepted.
- All fields in the application form must be completed; incomplete applications will not be accepted.
- Attachments should be in PDF, Excel, Word, or JPG format.

### APPLICATION TIMELINE

The complete application process, from application deadline to notification of grant status, may take up to ten weeks. The Alberta Museums Association aims to process applications in a timely and efficient manner that adheres to our accountability requirements.

## Number of Applications

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Applicants may submit one application in each of the two annual Grant Runs.

Institutional Members applying for Professional Development Grants Category may also submit one Institutional Grant application within the same Grant Run if desired.

Professional development opportunities must be completed no later than eight months after the grant is awarded.

Applicants may submit a Retroactive Application up to eight months after a Formal or Informal learning opportunity has taken place.

## RETROACTIVE APPLICATIONS

Retroactive professional development opportunities are defined as those that were completed up to eight months prior to submitting a Grant Application. Applicants applying for professional development opportunities that have already been completed should check the "Retroactive Application" box on the Application Form and attach a copy of receipts with the application. Receipts are not required for per diem expenses (private car mileage, meals and private accommodations) however, expenses that have not actually been incurred (i.e. if there are meals covered as part of a conference cost) cannot be claimed in the per diem allowance totals. If awarded, funds will be released at the time of grant status notification and no further evaluation will be necessary.

## Eligibility

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### INDIVIDUAL MEMBERS

Professional Development grants for Individual Members are available to those who:

1. Are Individual Members of the Alberta Museums Association in good standing (i.e. dues paid for the current year);
2. Are residents in Alberta at the time of application; and,
3. Have no overdue Grant Evaluations.

### INSTITUTIONAL MEMBERS

Professional Development grants for Institutional Members are available to institutions that:

1. Have been designated a Recognized Museum or are a Candidate within the Recognized Museum Program;
2. Are members in good standing (i.e. dues paid for the current year);
3. Have no overdue evaluations and no unused grant funds to be returned; and,
4. Are open to the public year-round or seasonally for a minimum of 200 hours annually.

**PLEASE NOTE:** An individual may not use both an Individual and Institutional Professional Development grant to support the same professional development opportunity.

## Ineligible Expenses

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Ineligible expenses for Professional Development Grants include but are not limited to:

- Meals, accommodation, or personal expenses for extended Professional Development Opportunities (over fourteen days);
- Hard costs associated with the learning opportunity (computers, laptops, photocopying, internet fees);
- Lost salary or wages and donated hours;
- Any expenses related to accompanying travel companions;
- Unnecessary stopovers while travelling; and,
- Alcohol

## Grant Areas

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1. **Formal Learning:** structured format learning such as courses, workshops, seminars, conferences, internships, or practicums. For example, the Alberta Museums Association's Certificate in Museum Studies Program or Annual Conference.
2. **Informal Learning:** out-of-classroom learning in a less structured format. For example, self-directed studies, mentorship programs, peer exchanges, or study tours.

## Application Options

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### PROFESSIONAL DEVELOPMENT FOR INDIVIDUAL MEMBERS

These grants support self-directed Formal and Informal Learning opportunities initiated by the individual. Individual Members may apply for Formal and Informal Learning Grants areas that support one or more professional development opportunities.

### PROFESSIONAL DEVELOPMENT FOR INSTITUTIONAL MEMBERS

These grants support Formal or Informal Learning opportunities initiated by the institution to benefit one or more staff member and / or volunteer. Applications may be submitted for a number of staff members to participate in the same professional development opportunity or may support a number of individualized learning plans.

## Why Leadership Competencies?

Following the Alberta Museums Association's 2006 Conference, which focused on museum leadership, a Leadership Working Group was formed to examine the leadership gap in Alberta's museums. In efforts to address this leadership gap, one of the critical factors identified was the "lack of awareness and application of competency models for museum professionals." Competencies are defined as

"a set of knowledge, skills and abilities obtained through formal or non-formal education, work experience, or other means required to perform a job" ([hrcouncil.ca/hr-toolkit/HRToolkitGlossary.cfm](http://hrcouncil.ca/hr-toolkit/HRToolkitGlossary.cfm) Accessed 17 March 2015).

[Competencies for Museum Leadership](#), a document developed for the Alberta Museums Association in 2007, was the direct result of recommendations made by the Association's Leadership Working Group. This document provides context regarding the development of leadership competencies for museums and outlines four sets of competencies, including outcomes / indicators and sources of evidence to measure competencies. Information on implementing competencies within museums is also included.

Both Individual and Institutional Professional Development Grants Category applicants are required to link their learning opportunities with three of the competencies outlined in *Competencies for Museum Leadership*. These competencies are relevant to all museum positions, not only those fulfilling a leadership function. See the application form for questions provided to assist you in making this link.

## Why Facets of Sustainability?

In September of 2012, the Alberta Museums Association launched the Sustainability Working Group to develop a series of recommendations to focus on ensuring sustainable practice within Alberta's museums. Six members of the Alberta Museums Association and three preeminent thought-leaders within the sector worked to develop a series of recommendations to focus on ensuring sustainable practice within Alberta's museums for long-term viability, vibrancy, vitality, and future success.

The [Sustainability Working Group Recommendations Report](#), a document developed for the Alberta Museums Association in 2013, was the direct result of recommendations made by the Sustainability Working Group. The Report outlines the case for sustainability and a number of key characteristics for museums. This includes a description of five facets of museum sustainability<sup>1</sup>:

**Cultural:** Working to ensure the expression of a society's aesthetic, moral, and spiritual values, of its understanding of the world and of life itself; culture transmits the heritage of the past and creates the heritage of the future.

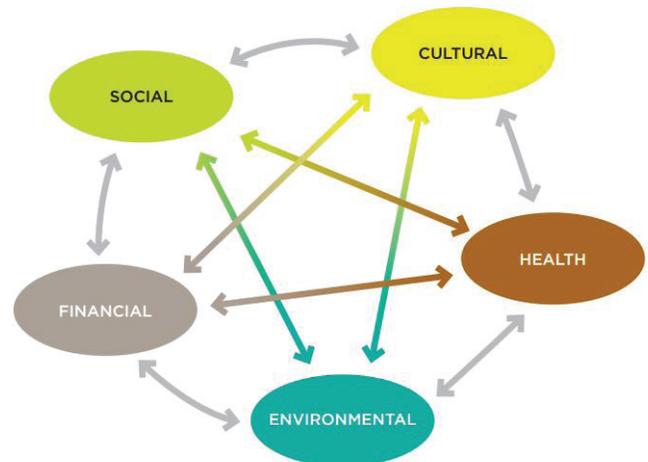
**Health and Well-Being:** Refers to the condition or state of being well, contented and satisfied with life ... Well-being (and so quality of life) has several components, including physical, mental, social, [intellectual], and spiritual. Well-being and quality of life are also used in a collective sense to describe how well society satisfies people's wants and needs; a shared sense of meaning and purpose is the single attitude most strongly associated with community well-being. The process of arriving at collective meanings is central to the health of a community.

**Environmental:** Working to ensure the surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, the built environment and their interrelations are supported successfully for the long-term.

**Financial:** An organization's capacity to obtain revenues (grants or otherwise) in order to sustain productive processes (projects)... in order to produce results (accomplish the mission, goals or objectives).

**Social:** Deepening and diversifying relationships, aiming to reflect the diversity of society in all that they do; engaged in socially responsible work that affects real social and environmental change with the potential to create public benefit on a larger scale.

Applicants are required to link their application with one or more of the facets of sustainability outlined in the [Sustainability Working Group Recommendations Report](#). See the application form for questions provided to assist you in making this link.



<sup>1</sup> Alberta Museums Association, *Sustainability Working Group Recommendations Report*, 2013, accessed March 29, 2015, [http://www.museums.ab.ca/media/34750/museumsswg\\_report\\_final.pdf](http://www.museums.ab.ca/media/34750/museumsswg_report_final.pdf) p.7

## The Jury Process

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Applications are adjudicated by a peer Jury, selected from Individual Members of the Alberta Museums Association.

### ADJUDICATION PROCEDURES / RANKING SYSTEM:

Adjudication is based on a ranking system. All sections of the application narrative are allocated points, which the Jury uses to score each submission (see application for details). The Jury must reach a consensus when scoring each application.

### RANKING SYSTEM BREAKDOWN:

- Total points available: 34
- Funding will be awarded in order of highest application score until the total amount of funding available has been distributed. Projects scoring 22 points and below will not be eligible for funding.

Jurors review each application and base their decisions on the following:

- **Merit / Need:** How the professional development opportunity addresses an individual and / or institutional need.
- **Link to Facets of Sustainability and Leadership Competencies:** How effectively the applicant has linked the learning opportunity to the Alberta Museums Association's *Competencies for Museum Leadership* and to the facets of sustainability outlined in the *Sustainability Working Group Recommendations Report*.
- **Budget:** Points will be awarded for sound and reasonable figures with applicable supporting documentation (quotes, etc.).

For further information on ranking system point distribution, contact the Alberta Museums Association.

## Project Evaluation

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Successful applicants must submit a Project Evaluation within eight months of receipt of the grant status notification.

Retroactive applications that include applicable receipts do not require an additional evaluation.

## Confidentiality

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The Alberta Museums Association ensures the confidentiality of all personal information included in a Professional Development Grant application.

## Getting Help

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The Alberta Museums Association's Grants Program Lead will gladly speak with you about your Grant Application. The Grants Program Lead can provide clarification, explanations, and an impartial perspective. We strongly encourage you to contact the Grants Program Lead well in advance of grant deadlines.

### Grants Program Lead

Alberta Museums Association  
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Edmonton AB, T5N 1R5  
**P:** 780.424.2626 x. 241  
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