



- 2013-14 VRA Foundation Professional Development Grant
- Guidelines and Application
- Submission Deadline: Wednesday, July 24, 2013, 11:59 pm Pacific Time

The Visual Resources Association Foundation (VRAF) is pleased to announce that it is offering two VRAF Professional Development Grants, one to support the advancement of an emerging professional and the other to support the work of an established career professional. We are currently accepting applications for these two grants.

- Overview

The purpose of the VRAF Professional Development grant is to support professional development in the field of visual resources and image management. The grant will support attendance at any visual resources-related professional development of the grantee's choosing (such as an association conference, symposium or workshop), or enrollment in relevant research activities. In recognition of the differing professional development needs for an emerging professional and an established career professional, two awards will be funded. One grant will be awarded to a student or new professional who has up to five years of experience in the field, and the other grant will be designated for a career professional with six or more years of experience. At the discretion of the VRAF Board and with approval of the applicant, an application may be moved to a different category that better fits the experience criteria or the applicant can choose to withdraw the application.

- Grant Criteria
- Eligibility:

· Applicants should be in the field of visual resources and image management, including retirees and those currently unemployed, or students seeking educational and training opportunities in support of broad access to cultural information.

- Membership in the Visual Resources Association is not required.
- Applicants' financial needs statements will be considered.
- Other applications for funding for the same event must be disclosed.
- Recipient of the award will submit a report on how the award contributed to his or her professional development no later than one month following the event.

· Award monies may be used for:

- Transportation costs to and from the event venue
- Registration fees or tuition
- Required course materials (e.g., work books, DVDs)
- Lodging accommodations
- Meals – including meals in transit to and from the educational event
- Research expenses

· Non-permitted uses of award monies include but are not limited to:

- Transportation for personal or optional outings
- Alcoholic beverages
- Personal expenses charged to hotel room (e.g., telephone calls)
- Other optional expenses (e.g., souvenirs)

· Tips for Completing your Application

- Provide a thorough breakdown of your proposed travel expenses. Where costs are estimated, please explain (e.g., “roundtrip airfare on United as determined via Expedia search”).
- If your institution requires you to use a specific airline, or has set a corporate airfare rate, please note this in the comments section.
- Be as clear and complete as possible about other funding support you will receive or are applying for, such as from your home institution, or other grants and awards.

- In your Conference Goals statement, please be specific and thorough in describing how certain conference workshops, sessions, and roundtables will directly benefit your work and your professional development.
- If you expect to share a hotel room at the conference, enter your share of the room cost when budgeting for lodging, not the full cost of the room.
- When budgeting for meals, check the conference program first for hosted breakfasts or evening meals.
- Include a 1-2 page resume.
  
- Submission Guidelines and Application Deadline:
- The application must be received by Wednesday, July 24, 2013, 11:59 pm Pacific Time (no exceptions). Completed applications, as well as any preliminary questions, should be sent via e-mail to: Linda Callahan, VRA Foundation Board Director  
[lcallaha@mtholyoke.edu](mailto:lcallaha@mtholyoke.edu)
  
- The Professional Development grants will be announced by Wednesday, September 11, 2013

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- 2013-14 VRA Foundation Professional Development
- Grant Application Form
- Please download and save this form to your computer. Be precise in your answers and use the comments sections to enlarge upon them as necessary. Complete the form then submit following the submission guidelines above.
- Application is for which category?
- Emerging Professional, or
- Established Career Professional
- Applicant Information:
- First name:
- Last name:
- Mailing address:
- City:
- State/province:
- Mail code:
- Country:
- Daytime telephone:
- E-mail address:
- Employment information:
- Currently employed [   ]
- Job title:
- Institution:
- Work unit/department:
- Student [   ]
- Institution:
- Degree program:
- Expected year of graduation:

- Unemployed [ ]
- Last affiliation:
- Job title:
- Retired [ ]
- Last affiliation:
- Job title:
  
- Financial need
- Projected expenses:
  
- Conference registration: \$
- Workshop fees: \$
- Travel to/from conference/event site: \$
- Travel around conference/event host city: \$
- Lodging while attending conference/event: \$
- Meals in transit & while attending (per diem \$56/day): \$
- Total anticipated need: \$
  
- Additional budget comments:
- Where costs are estimated, please explain (e.g., “roundtrip airfare on United Airlines as determined through Expedia search”). If your institution requires you to use a specific airline, or has set a corporate airfare rate, please note this here. Please list the sources of additional funding support you expect or have applied for.
  
- Conference goals statement:
- Describe the specific educational and professional development benefits you expect to realize from the conference sessions, workshops, and roundtables you plan to attend.

- Be sure to include a brief (1-2 page) resume.
- Submitted to the VRA Foundation by (name of applicant)  
\_\_\_\_\_ on (date)\_\_\_\_\_, via (delivery  
method)\_\_\_\_\_
- VRAF Professional Development Grant 2013-2014
- Application period: June 12, 2013 through July 24, 2013
- Application deadline: Wednesday, July 24, 2013 11:59 pm Pacific Time
- Completed applications, as well as any preliminary questions, should be sent via e-mail  
to: Linda Callahan VRA Foundation Board Director [lcallaha@mtholyoke.edu](mailto:lcallaha@mtholyoke.edu)