



ISHA Annual Conference Grant

The Board of Directors of the International Sports Heritage Association (ISHA) has established an Annual Conference Grant, supported through the Founders Fund, to provide financial assistance up to \$1,000 to support ISHA annual conference attendance by a member institution.

Each year there will be up to one (1) travel grant provided to a regular ISHA member (not for profit) institution to provide a maximum of \$1,000 in order that one or more representatives of their organization are able to attend the ISHA annual conference. It is expected that the conference registration fee(s) would be paid for out of these grant funds.

Eligibility:

- The grant is open to paid employees working in an ISHA Member organization in a full or part-time capacity.
- It is also open to volunteers of an ISHA Member organization who contribute their time and service on a consistent basis.
- Either the applicant or the sponsoring organization must have a valid ISHA membership.
- Applicants may receive a maximum of one (1) ISHA Annual Conference Grant within a five (5) year period.

Deadlines:

- The deadline for applications in 2011 is **July 15th**.
- The monies will be released upon submission of original receipts as proof of attendance, and a summary report within 30 days of the conference. The report should include a 250 word summary for publication in the ISHA Newsletter.

Judging Procedures / Ranking System:

- Applications are judged by the ISHA grants committee, selected from the board and individual members of the association.
- Judging is based on a ranking system. All sections of the application narrative are allotted points which the grants committee uses to score each submission. There are 14 total points. The grants committee will review the content of each application and award points (noted on the application) based on the following:

Impact: How your attendance at the conference will impact your professional development as it relates to sports heritage (its value in promoting, preserving, or protecting heritage resources), its educational value to the museum and its community in presenting new information or interpretations, its ability to provide new information, techniques or skills useful to museum workers and / or custodians of sports heritage.

Need: How your attendance addresses a demonstrated need within your museum and / or community.



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Budget: Points will be awarded for sound, reasonable, and accurate figures.

Supporting Documentation Requirements:

The application must include the applicant's curriculum vitae, job description and a letter of support from their employer, institution or Chair/President of their Board of Directors.

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www.SportsHeritage.org



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ISHA Annual Conference Grant Application Form:

NAME: _____

TITLE: _____

FULL TIME STAFF: _____ **PART TIME STAFF:** _____ **VOLUNTEER:** _____

INSTITUTION: _____

COMPLETE MAILING ADDRESS:

TELEPHONE #: _____

FAX #: _____

EMAIL ADDRESS: _____

WEBSITE: _____

NAME OF IMMEDIATE SUPERVISOR (if applicable): _____

TELEPHONE # _____

FAX # _____

EMAIL ADDRESS: _____



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Please complete the following questions directly on this form.

1. How does the conference agenda relate to your professional development objectives? (no more than 500 words) 6 Total Points
 - What knowledge do you hope to gain as a result of your participation the conference? /3
 - What knowledge and experience do you have that conference participants could benefit from? /3

2. How will your institution benefit from your participation in the conference? (no more than 500 words) 6 Total Points
 - What specifically do you plan to bring back to your institution? /3
 - How will you share the knowledge and information gained with your institution?/3

3. Budget: Please outline your transportation costs, accommodation costs, meal costs, registration costs and any other incidental costs (itemize) that may be incurred. Please provide an indication of whether financial support is available from any other organization (i.e. sponsor, employer, etc.)/2 Totals Points
 - Expenses on the budget are reasonable. /1
 - The original budget submitted was free of errors. /1

How will your institution support participation in the conference?



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Financial Assistance: Yes _____ No _____

Leave of Absence: Yes, with pay _____ Yes, without pay _____ No _____

If awarded the grant, my organization plans on sending more than one delegate.

Yes _____ No _____

Please include the following support documentation with your application:

- Applicant's curriculum vitae
- Applicant's job description
- Letter of support from Applicant's employer, institution, or Chair/President of their Board of Directors.

Submit your completed application with attachments to: info@sportsheritage.org