

Travel Grant Application

For Attendance at the 2013 Society of American Archivists Annual Meeting

Sponsored by the Mississippi Historical Records Advisory Board

**Entry Forms are due in the Mississippi Department of Archives and History Archives and Records Services Division Administrative Office,
William F. Winter Building, Room 337,
by: 5:00 p.m., June 21, 2013.**

Application Deadline: June 21, 2013 (5:00 p.m.)

Applicant's Name _____
Applicant's Institution _____
Phone _____
E-mail Address _____
Mailing Address _____

Society of Mississippi Archivists (SMA) Membership

If you are not a current member of SMA, you may join or renew membership by visiting its Web site at <http://www.msarchivists.org/>. Membership will be verified by the selection committee; if you are paying by check rather than by PayPal, please do so well before June 21.

Please include all of the following items in the application package:

1. **Travel Grant Application Form**
2. **Statement** (no more than one page)
 - Explain how attendance at SAA workshops and/or sessions is relevant to the enhanced performance of your job responsibilities.
 - And, explain how your attendance at SAA workshops and/or sessions will benefit Mississippi's archival community.
3. **Resume** (no more than two pages)
4. **Letter of Recommendation** from your supervisor

The recipients will be selected and notified no later than July 1, 2013.

Further information, including Eligibility, Selection Criteria, and Limitations, is available on the reverse side of the application form.

Send one complete application packet to:

**Ms. Forrest Galey, Mississippi Department of Archives and History,
MHRAB/SAA Travel Grants, P. O. Box 571, Jackson, MS 39205-0571.**

Or fax to: **601-576-6899**

For MHRAB use only

Application Package Received
SMA Membership Verified

Date: _____ Time: _____ By: _____
Date: _____ Time: _____ By: _____

Travel Grant Application

Eligibility

To be eligible for a travel grant, an applicant must:

- be an archival professional,
- be a *member of the Society of Mississippi Archivists (SMA),
- have a graduate degree, and
- be employed currently by a Mississippi institution.

*If you are not a current member of SMA, you may join or renew membership by visiting its Web site at <http://www.msarchivists.org/>. Membership will be verified by the selection committee; if you are paying by check rather than by PayPal, please do so well before June 21.

Selection Criteria

Relevance and value of attendance at SAA workshops and/or sessions to the enhanced performance of the applicant's job responsibilities

Benefit of the applicant's attendance at SAA workshops and/or sessions to Mississippi's archival community

Preference may be given to those who have become archivist within recent years.

This grant is based on merit rather than need.

Limitations

The recipient must

- attend at least a one day pre-conference workshop and/or three days of the annual meeting.
- pay expenses and submit an invoice and evidence of attendance to MHRAB to receive a reimbursement of up to \$500. The reimbursement will be tendered after August 19, 2013.
- not receive reimbursement for the same expenses from any other funding source.
- agree to advise MHRAB as soon as possible if unable to attend SAA.

For more information contact Ms. Forrest Galey, fgaley@mdah.state.ms.us, 601-576-6872.

The Mississippi Historical Records Advisory Board provides programming, resources and professional assistance to support the preservation and accessibility of the state's historical documents and records.

Funding for this program is provided by a grant from the National Historical Publications and Records Commission.