

# Travel Grant Application

For Attendance at the 2015 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  
by 5:00 p.m., June 19, 2015.**

**Application Deadline: June 19, 2015 (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 19.

**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 8, 2015.

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**

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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.

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## 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 an 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 29, 2015.
- 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](mailto: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.

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