

OPC Grant - OPC Members' Mini-grant

Introduction: The Ohio Preservation Council provides its membership with opportunities for leadership and education within our constituent preservation community. Through activities at quarterly meetings, teaching and assistantship roles at OPC-sponsored workshops, curriculum development, idea-sharing, institutional reporting, and show-and-tell, OPC encourages the pursuit of professional enrichment in diverse ways.

To this end, OPC seeks to support members who wish to pursue independent professional enrichment opportunities by awarding up to four \$250 mini-grants annually to members in good standing who propose a worthy project to enrich and enhance his/her/their professional knowledge or skill repertoire.

Eligibility: Ohio Preservation Council individual members or employees of member institutions are eligible for the professional enrichment mini-grant program. A single applicant may be awarded one mini-grant once every three annual award cycles.

Application Process: Applications are considered on a rolling basis by the Ohio Preservation Council Executive Committee until four awards have been named. The award year restarts immediately following the November membership meeting.

To apply, please submit your proposal to the OPC Chair-elect, representative of the OPC Executive Committee.

Proposals should include a letter of application and relevant attachments to address the following:

- Your name and contact information (collaborative proposals are welcomed; please provide information for all participants)
- A summary of your project, including how the project will enrich your professional knowledge and/or skill repertoire
- A proposed budget, up to/including \$250.
- An intended timeline for the project

The names and project summaries for successful applications may be used by the OPC Executive Committee as a way to promote the mini-grant program via the OPC website, social media, or other means.

Project Examples: Funds have few restrictions. Innovative proposals will be positively regarded. Examples of project components that could be included:

- The purchase of books, tools, and/or supplies to learn and practice a new skill
- Travel experiences for an individual to make connections with colleagues in similar roles at another institution to foster professional networking
- Items related to developing possible OPC workshop curricula
- Items related to research and writing related to preservation
- Enrollment in a webinar or other educational experience

Funding details: Support is capped at \$250 per opportunity and is made only when budgetary constraints permit.

Expenditures appropriate for OPC consideration include (estimates are acceptable for application purposes):

- Registration and materials fees;
- Travel by air, rail, bus or other common carrier at the lowest available rate;
- Mileage reimbursement at the current IRS standard mileage rate for the use of a privately owned automobile;

- Expenses incurred for lodging up to the Federal Per Diem rate
- Reasonable parking, ferry, taxi, bridge, highway, and tunnel tolls or fees;
- Non-matriculating class tuition.

Expenditures that OPC will not pay for or reimburse include:

- Meals;
- Gratuities;
- Alcoholic beverages;
- Entertainment;
- Incidentals;
- Wages and benefits associated with professional development opportunities;
- Reimbursement for your own time, such as a stipend paid directly to yourself.

Mini-grant funds are awarded by reimbursement. Advance reimbursement in anticipation of actual expenses will not be made. All expenses for which reimbursement is requested must be accompanied by a legible, original receipt of expenditure.

Excessive or unnecessary expense will not be approved nor reimbursed. The validity of payments shall be determined by the Executive Committee. Any claim for reimbursement of expenses deemed excessive or unnecessary will be denied.

In accordance with the Ohio Revised Code and Ohio Ethics Commission Advisory Opinion No. 91-010, members or representatives of the OPC may not accumulate any discounted or free "frequent flyer" miles or other benefits derived from the purchase of airline tickets paid for or reimbursed by the OPC. Any earned miles or other benefits must be transferred to the OPC or forfeited.

Approved: May 19, 2016 [Carrie Phillips advocate]