



Wisconsin Historical Records Advisory Board
Professional Development Reimbursement Award Application



The Wisconsin Historical Records Advisory Board (WHRAB), with the support of the National Historical Publications and Records Commission (NHPRC), individuals currently working (or volunteering) in a Wisconsin repository, library, and/or local historical society, and students currently enrolled in a Wisconsin institution of education or higher education to apply for the WHRAB Professional Development Reimbursement Award.

Eligibility: Applicants must be an individual currently working (or volunteering) in a Wisconsin repository, library, and/or local historical society OR a high school, undergraduate or graduate student currently enrolled in a Wisconsin institution of education or higher education. Recipients are eligible for a WHRAB scholarship no more than once each calendar year.

Payment: No advance payments will be made; recipients will be reimbursed for actual conference-related expenses supported by documentation and as allowed within the State of Wisconsin policies. Recipients are solely responsible for any tax obligations. Additional information about WHRAB scholarships can be found at www.wisconsinhistory.org/Records/Article/CS4407.

To Apply: Complete the following form and provide a narrative statement (500-word maximum) detailing how attendance at the conference will improve your skills or your institution's management of **archival** records. Email completed applications to Mara Rodewald at mara.rodewald@wisconsinhistory.org

Scholarship:

- ☐ Midwest Archives Conference Annual Meeting (Spring)
- ☐ Society of American Archivists Annual Meeting (Summer)
- ☐ Local History and Historic Preservation Conference (Fall)

Applicant Information

Name

Email

Phone

Applicant Affiliation

Organization name

Organization website

Mailing Address (Where the Reimbursement Check will be sent)

Registration type, check all that apply.

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Early Bird | <input type="checkbox"/> Student |
| <input type="checkbox"/> Advanced | <input type="checkbox"/> Employee of SAA Member Institution (SAA) |
| <input type="checkbox"/> Regular | <input type="checkbox"/> Member |
| | <input type="checkbox"/> Non-Member |

Budget

Include the total requested in each of the following categories. Note that the WHRAB is only able to reimburse up to a total expense of \$500, with receipts documenting each fee, and is required to follow state of Wisconsin finance rules.

Conference Registration:	\$
Hotel (maximum rate \$98/night):	\$
Transportation (mileage at \$0.51/mile or economy airfare)	\$
Meals (in Wisconsin maximum* of \$45/day out of state maximum of \$55/day)*	\$

Total request \$

*Meals reimbursed at the following rates \$10 breakfast, \$12 lunch, \$23 dinner. Meals provided by the conference and/or hotel are not eligible for reimbursement. Alcoholic beverages are not eligible for reimbursement.

Narrative Statement

Provide a narrative statement (500-word maximum) detailing how attendance at the conference will improve your skills or your organization's management of archival records.

Suggestions for writing a strong narrative statement: (1) emphasizing the archival nature of your work, or work you hope to do; (2) specific aspects of the conference (e.g. session names) that you would benefit from attending; and (3) the specific archival skills and or understandings you would gain from attending the conference and how that would help you give back to the archival work you do by and or for your community.