

# **Photographic Materials Group (PMG) Professional Development Stipend**

## **Introduction**

The PMG Professional Development Stipend was established in order to encourage PMG members to pursue research, publication, or other projects that advance and support the field of photograph conservation. Funds for the stipend awards are budgeted from annual PMG cash reserves.

## **Eligibility Requirements**

1. Applicants must be PMG members in good standing.
2. Applicants must produce a final report or presentation to be disseminated to the PMG membership (i.e. presentation at an AIC Annual Meeting or PMG Winter Meeting and/or publication in Topics in Photographic Preservation or JAIC) or produce a conservation product (i.e. photographic sample sets, Colorchecker, tools, etc.).

## **Stipend Categories**

1. Publication (i.e. manuscript preparation)
2. Conservation Product (i.e. photographic sample sets)
3. Research (i.e. testing, printing, research-related travel)
4. Education/Training (i.e. teaching, workshops, outreach)

## **Application Procedure**

Applicants must submit the following materials to the current PMG Chair, Program Chair, and Secretary/Treasurer.

1. Project Summary (1,000 words or less) that includes:
  1. Project Description
  2. Institutions and/or individuals involved
  3. Expected outcome
  4. Benefits to the field of photograph conservation and the PMG membership
  5. Planned method of disbursement of knowledge and experience gained (presentation, publication, or product)
  6. Indication of stipend category applying for (publication, product, research, or education/training)
2. Budget, including PMG stipend amount requested
3. Methodology and/or Schedule (as appropriate)
4. C.V. or resume
5. Two letters of support from PMG members

## **Application Deadlines and Notification**

There are two application deadlines per year: March 15<sup>th</sup> and October 15<sup>th</sup>. It is the responsibility of the applicant to ensure that the PMG officers have received all necessary application materials prior to the application deadline. Applicants will be notified of the PMG officers' decision by April 15<sup>th</sup> and November 15<sup>th</sup>. The PMG officers will review the applications based on the following criteria:

1. Project's potential benefit to the field of photograph conservation.
2. Applicant's qualifications.
3. Quality and clarity of application materials.

4. Applicants demonstrated success with previous projects (PMG or otherwise).
5. Strength of letters of support.
6. Demonstrated need.

### **Stipend Amounts**

Total funding for the PMG Professional Development stipend can be increased or decreased on a yearly basis by the PMG officers, during budget preparation, according to the needs and wishes of the membership. The current (2014) PMG Professional Development Stipend fund allocation is \$4,500 per year. Individual stipends are awarded in amounts up to \$1,200. Funding requests for major projects, which total over \$10,000 require presentation to and approval of the PMG membership.

### **Disbursement of Funds**

Following application review, successful applicants will receive notification from the Secretary/Treasurer outlining instructions for the disbursement of the stipend funds. All stipend recipients that receive \$600 or more will be required to fill out a W9 form prior to disbursement of the funds.

Applicants will receive half of their stipend upon approval of the project. The remaining stipend funds will not be available until the project is complete and the final report (in the form of a presentation, publication, or notification of completion of product) has been disseminated to the PMG membership. The PMG officers may grant exceptions to this guideline if circumstances are warranted. If desired, please include a request to grant this exception along with the application materials.

### **Exceptions and Limitations**

In most cases, funding may not be used to travel to conferences or workshops unless attendance is essential and directly related to the proposed project. Funding may not be used to subsidize projects intended to realize personal profit to individual PMG members or others. Income realized from the sale of PMG supported projects must be in part or in full reinvested into the Professional Development Stipend budget in order to continue to fund research and other projects intended to advance the field. Income realized from any special project will not be earmarked or reserved for specific future projects of individual members.

Stipend recipients must be willing to provide periodic updates on the progress of their project until the final report (in the form of a presentation, publication, or notification of completion of product) is completed. PMG officers may request updates. The stipend recipient must endeavor to complete the project within the stated time period.