

WORCESTER ART MUSEUM MEMORANDUM

To: All Eligible Applicants

Subject: Applications for the Frances A. Kinnicutt Travel/Study Awards

Background: The Frances A. Kinnicutt Endowment Fund, administered by the Worcester Art Museum, provides deserving women opportunities to travel abroad to acquaint themselves with the arts of other countries.

Purpose: Awards are granted by the Museum's Board of Trustees upon the recommendation of the Kinnicutt Awards Committee. These awards are to help defray the expenses of travel abroad and for study undertaken to introduce one to the fine arts, to further professional growth in the fine arts, or to enhance art related goals of a personal nature.

Eligibility: Women residents of Worcester County and/or members of the Museum staff, contractors, current students taking courses at the Worcester Art Museum, and Museum volunteers are eligible. Preference will be given to staff, contract employees, students, and volunteers. The age of applicants must be 18 years or older. Previous award recipients are ineligible to apply for five years.

Awards: Awards will be announced by the end of June 2012 and may only be used during the Museum's fiscal year 2013 (September 1, 2012 to August 31, 2013). Awards provide partial funding to be supplemented by the applicant and are granted based on the merit of the proposal. The exact amount of an award is not preset, but past awards have been in the range of \$1000 to \$2200. The award does not exceed 50% of the total cost of the travel to be undertaken.

Application Procedure:

- Applicants should specify the exact amount requested.
- The narrative is to be limited to a maximum of 2000 words. Samples of work (photos) may be provided if relevant to the proposed activity and should be attached to the online application. No portfolios, videos, DVDs, or CDs will be accepted, nor faxes.
- All completed applications must be received by the Kinnicutt Committee Chair, Elaine Pusateri Cowan, Worcester Art Museum, no later than Friday, April 13, 2012. Incomplete and or late applications will not be considered. If you have any questions regarding the awards or application procedures, please contact Elaine Pusateri Cowan by email: elainecowan@worcesterart.org. Applicants for the Kinnicutt will be contacted about the status of their application by the end of June 2012.

Post Evaluation of Award:

Each recipient of an award must submit expense receipts (up to the amount of the award) to the Finance Department of the Museum as expenses are incurred or within 90 days of returning from the period of travel or study. Also, within 90 days of returning the award recipient must submit a report on the value of the trip to the Museum Director, Matthias Waschek. Reports become the property of the Worcester Art Museum. Please mail to:

Matthias Waschek
Director Worcester Art Museum
55 Salisbury Street
Worcester, MA 01609

The award recipient is not required but encouraged to give an informal presentation of their travels at the Worcester Art Museum.

APPLICATION DEADLINE: **FRIDAY, APRIL 13, 2012**

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Application for the *Frances A. Kinnicutt Award for Foreign Travel/Study* | page 1

Eligibility: This award is offered to women residents of Worcester County, and/or Museum staff members or contractors, Museum school students, or Museum volunteers.

Name:

Home Address -Street or PO Box:

City or Town:

Phone:

Email:

Affiliation with the Worcester Art Museum (check appropriate boxes):

Worcester Art Museum Staff or Contractor

Adult Education Student, Museum School

Worcester Art Museum Volunteer

Member of the Worcester Art Museum (not a requirement)

Other:

I have previously applied for a Kinnicutt Award (date) (A 5year period is required between receiving Kinnicutt Awards)

I have previously won a Kinnicutt Award (date)

I am requesting the amount of:

\$

I understand the purpose of this award is to afford deserving women "...opportunities to acquaint themselves, through study and contact, with the arts of other countries."

If I am granted an award, I will forward a report to the Worcester Art Museum Director, within 90 days of my return and submit expense receipts (up to the amount of the award) to the Finance Department of the Museum as expenses are incurred or within 90 days of returning from my trip.

(Signature) (Date)

Title of activity (if applicable):

Location(s) of activity:

Approximate dates for foreign travel/study:

From

To:

Include itinerary if appropriate:

Statement:

Narrative description of foreign travel/study and statement of purpose:

(Please indicate how the award will be of value to you) additional materials; maps, images may be sent electronically with the application. Limit to 2000 words.

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How to Save & Name Your Images:

- Samples of work (photos) may be provided if relevant to the proposed activity and should be attached to the online application. No portfolios, videos, DVDs, or CDs will be accepted, nor faxes.

Images Must Be Saved In JPEG Format

- There are many different types of images, and .jpg is often the default image type when downloading images, but some programs do default to .gif, .tif, .bmp, etc. Make sure images are saved as JPEGs.
- Save your IMAGES according to the requirements listed below. Make sure that each image is saved as specified.

Important File Information

- File Type: jpegs ONLY
- File Size: 1 mega byte or less
- Images NEED to be saved as follows:

lastname-firstname01.jpg – (Example: smith-jane01.jpg)

- Attach your jpegs to your **completed Application Form**
- Please send everything to elainecowan@worchesterart.org with the subject line: 2012-13 Kinnicutt Applicant

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Application for the *Frances A. Kinnicutt Award for Foreign Travel/Study* | page 2

Budget Estimate for Foreign Travel/Study (Attach budget if more space is needed; grant request is not to exceed 50% of total budget.)
Tuition (if applicable) \$

Registration or attendance fee(s) \$

Transportation to/from foreign location \$

Travel costs during stay in foreign location \$

Lodgings (excluding food):

Days @ \$ = \$

Days @ \$ = \$

Days @ \$ = \$

Days @ \$ = \$ = \$

Food:

Days @ \$ = \$ = \$

Other expenses (please list/identify):

\$
\$
\$
\$

Total Estimated: \$

Amount of personal funds I will use toward this program of travel/study:

\$

Specify amount requested from Kinnicutt Award program:

\$

Please include any additional breakdown of budget figures as necessary or applicable to your proposal.

Other Requirements:

A. Please attach biographical statement or resume.

B. Two current letters of recommendation will be emailed to the Kinnicutt Committee Chair, Elaine Pusateri Cowan- elainecowan@worchesterart.org from the following people:

Name:
Position:
Address:
Phone:
Email:

Name:
Position:
Address:
Phone:
Email:

NOTE: Letters of recommendation forms can be found on the website: <http://www.worcesterart.org/Education/kinnicutt.html> Letters of recommendation forms must be received no later than Friday, April 13, 2012.

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