

March 9, 2010

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 2010 and may only be used during the Museum's fiscal year 2011 (September 1, 2010 to August 31, 2011). 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.
- Application forms are available from the Museum's website (www.worcesterart.org/Education) as well as from the Museum's Education Department and must be completed fully. The narrative is to be limited to a maximum of 2000 words (including maps, photocopies, etc). Samples of work (photos) may be provided if relevant to the proposed activity and should be enclosed in a 9 X 12" envelope. No portfolios, videos, dvds, or cds will be accepted. Please type rather than hand-write. **Nine copies of the application must be submitted** (no faxes).
- All completed applications must be received by the Kinnicutt Committee Chair, Paula Artal-Isbrand, Worcester Art Museum, no later than Monday, April 12, 2010. Incomplete applications will not be considered. If you have any questions regarding the awards or application procedures, please contact Paula Artal-Isbrand by calling 508.799.4406, x3080 or e-mail: paulaartal-isbrand@worcesterart.org. Applicants for the Kinnicutt will be contacted about the status of their application by the end of June 2010.

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, Jim Welu. Reports become the property of the Worcester Art Museum. Please mail to:

Jim Welu, 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: **APRIL 12, 2010**

WORCESTER ART MUSEUM

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: _____
Last First Middle

Home Address: _____
No. and Street or P.O. Box Apt. #

City or Town State Zip

Daytime Telephone: _____ e-mail address: _____

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 5-year period is required between receiving Kinnicutt Awards)

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.

(date)

(signature)

Return 9 copies of the completed application to: Paula Artal-Isbrand, Conservation Department
Worcester Art Museum
55 Salisbury Street
Worcester, MA 01609-3196
telephone: (508) 799-4406 x3080
e-mail: paulaartal-isbrand@worchesterart.org

Narrative description of foreign travel/study and statement of purpose. Please indicate how the award will be of value to you. Photocopies and additional materials may be included in the application. Include a stamped, self-addressed envelope if you want them returned.

Title of activity (if applicable): _____

Location(s) of activity: _____

Approximate dates for foreign travel/study: From _____ to _____
Include itinerary if appropriate.

Statement:

Attach additional sheets if needed, but limit to 2000 words

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 forwarded to the Kinnicutt Committee Chair, Paula Artal-Isbrand from the following people:

1. Name: _____

Position: _____

Address: _____

2. Name: _____

Position: _____

Address: _____

NOTE: Letters of recommendation must be received no later than April 12, 2010

Mail to: Paula Artal-Isbrand, Conservation Department
Worcester Art Museum
55 Salisbury Street
Worcester, MA 01609-3196