

OPC Grant - Professional Development

The Ohio Preservation Council recognizes the value of professional meetings, conferences, and other educational opportunities to advance the field of preservation and provide a forum to voice the need for ongoing stewardship of our documentary heritage. When possible, the OPC shall provide financial support to individuals to develop skills, expand knowledge, and gain experience relevant to the mission and goals of the Ohio Preservation Council.

OPC gives priority consideration to hosting institutions and organizations that complement our mission and further preservation on a national stage. Endorsed organizations include:

- American Institute for Conservation
- American Libraries Association (and local chapters)
- Campbell Center
- Canadian Book Artists and Book Artists Guild
- Conservation Center for Art and Historic Artifacts
- Guild of Book Workers
- Intermuseum Conservation Association
- Northeast Document Conservation Center
- Society of American Archivists
- Society of Ohio Archivists

Individuals requesting financial support must meet the following criteria:

- Working in the state of Ohio OR pursuing an advanced degree or certificate in the state of Ohio;
- Working directly in the field of preservation OR pursuing a degree or certificate within the field;
- Request is for professional development that clearly relates to preservation issues and/or preservation skills;
- Have not received financial support from the OPC Grant within 3 calendar years.

By accepting professional development funding, the recipient agrees to:

- Provide to the OPC chair-elect a brief summary of the professional development opportunity within one month following the event documenting the event and its benefits. The summary becomes part of the permanent record of OPC sponsored activities, and will be duplicated and attached as necessary to tax filings and other reporting as appropriate;
- Present in person to the membership a report of knowledge gained and/or demonstrate skills learned from the opportunity at a quarterly business meeting within 6 months following the event;
- Permits OPC to use text or images from said summary and/or presentation on OPC website or promotional materials related to the grant;
- Become a member of OPC for a year; free membership begins the month of the award.

Grant applications are accepted one time per calendar year. Deadline is as follows:

- The first Monday in March, with determination to take place at the March quarterly business meeting.
- Support is capped at \$1,000 per opportunity and is made only when budgetary constraints permit.

To apply, first download the OPC Grant application located at

https://drive.google.com/file/d/0B4r_dzk412IzV1ZhRE5oY0tJQIE/view?usp=sharing.

Save it to your own hard drive and edit. Follow the instructions for routing the application, and electronically attach the following information:

- Announcement or brochure from the event-sponsoring agency;
- A copy of the registration form providing all required information for the requester to properly register for the professional development event (if separate from the announcement/brochure);
- A letter of support from your supervisor, or if an independent contractor a colleague that is familiar with your work and professional development goals.

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

- 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.

All expenses for which reimbursement is requested must be accompanied by a legible, original receipt of expenditure.

Advance reimbursement in anticipation of actual travel expenses will not be made.

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.

Adopted: March 19, 2015