



The Mary M. James Student Inspiration Fund - Application

The Mary M. James Student Inspiration Fund was established to support student-created projects related to the mission of the Harn Museum of Art. These projects may be pursued by an individual or group, and funds may be used to cover expenses such as travel, materials and research supplies, and access to archives, among other items. Awards generally range from \$250 - \$1,000. For all proposed projects, **museum staff who will be involved must be contacted well in advance** to ensure that they support the project and will be available as needed.

Eligibility: Currently enrolled students at the University of Florida are eligible to apply for the grant.

NOTE: Applicants who have received this grant in the past should disclose how the funds were used and the results of the project in applying for additional grants from this fund.

Deadline: Applications will be accepted this year through Friday, March 30, 2018.

Submit Application by post or e-mail to:

Director of Education
Samuel P. Harn Museum of Art
University of Florida
P.O. Box 112700
Gainesville, FL 32611-2700

E-mail: esegal@harn.ufl.edu; Phone: 352.294.7063

Applications will include the following six items:

- 1) Application form (below).
- 2) A completed budget form detailing proposed use of the funds (below).
- 3) Staff Support-of-Project form completed by Harn Museum staff member (below).
- 4) The applicant's resume.
- 5) A project description. Please describe your proposed project in no more than two pages, addressing the following:
 - a. The purpose and goal of the project;
 - b. How the project relates to the mission of the Harn Museum of Art;
 - c. The activities to be undertaken during the project;
 - d. The time frame of the project;

- e. The plan for disseminating project results. This must include plans to report back to the Harn Museum on the results of research (e.g. a presentation or written report), and may also include, but is not limited to, a conference paper or poster (please indicate potential conferences); a publication; a presentation at a university venue.
- 6) Letter of reference from a UF faculty member or other individual able to discuss your ability to complete the proposed project.

Proposal Review: Applications are reviewed by a selection panel composed of three members of the Harn Museum staff. These reviewers may not be experts in your field, so be sure to write your proposal with non-experts in mind. Proposals will be evaluated using the following criteria:

- Is the significance of the project clearly articulated?
- Do the proposed activities support a specific question, problem or hypothesis?
- Does the proposal demonstrate familiarity with scholarship in the field, showing the relevance of this project?
- Does the proposal explain a guiding process and/or methodology?
- Are the project goals and design adequately stated?
- Will the project be completed in the proposed time frame?
- Is the budget cost-effective?
- Is there a reasonable plan for disseminating research?
- Is the project relevant to the mission of the Harn Museum of Art?

The Harn Mission is available here: www.harn.ufl.edu/about

Award notifications will be made by email. Please ensure that you provide accurate information.

NOTICE OF IMPACT OF AWARD: This scholarship/award may impact your financial aid. Contact the financial aid office to determine any such impact, as award money will be disbursed directly to UF's Office for Student Financial Affairs. You can visit their office in Criser Hall or call at 352.392.1275.

Questions? Contact the Harn Director of Education, esegal@harn.ufl.edu, 352.294.7063

Other museum contacts are found at www.harn.ufl.edu/staff

Application Form

The Mary M. James Student Inspiration Fund

For more than one individual, please list the primary contact first. Submit multiple copies of this form as needed.

Name:

UFID:

College/major:

Expected graduation date:

Contact Information

Address:

Email:

Phone:

Have you received a previous Mary M. James Student Inspiration Fund grant? Yes No

If yes, please note the project and year:

List research experience or employment experience:

The Mary M. James Student Inspiration Fund: Budget Form

Travel

- Transportation \$
- Lodging \$
- Meals \$
- Total \$

Research supplies and project materials

1. \$
2. \$
3. \$

Access to archives, libraries and museums

Conference registration and other fees

1. \$
2. \$
3. \$

Application Form

Staff Support-of-Project

Instructions: Harn staff member will complete the form below and return it to the applicant for inclusion in final application package.

Date:

Name of Student Applicant:

For each Harn Staff member committed to this project, please indicate your name and how you expect to support the project.

1. Staff Member Name:

Nature of support:

(e.g. "I will provide access to curatorial files and guidance on searching museum records.")

2. Staff Member Name:

Nature of support:

Signature of applicant

Signature of Staff Member 1

Signature of Staff Member 2