



STATE
HISTORICAL
SOCIETY
OF NORTH DAKOTA

State Historical Society of North Dakota Heritage Training Scholarship Program 2023-2025

The Cultural Heritage Grant Program is a state funded program administered by the State Historical Society of North Dakota. Grant funding is available to local museums, historical societies and non-profits.

As part of the Cultural Heritage Grant Program the SHSND has obligated \$10,000 to the Heritage Training Scholarship Program. Heritage Training Scholarships are available for local and county historical society staff members to participate in training opportunities. Scholarships will be awarded until the fund is exhausted.

The application forms are available on the SHSND website as a PDF file: <http://www.history.nd.gov/>

Application Information

1. Fill out and submit the *Heritage Training Scholarship Application* form. A downloadable fillable pdf of the Application form is available online or by request and the Heritage Training Scholarship request can be submitted electronically to amunson@nd.gov.
2. Upon receipt of application, it will be reviewed by the State Historical Society Staff and either an award letter or decline letter will be sent.
3. If a scholarship is awarded, the *Reimbursement Request* Form, will need to be submitted following the completion of the training. A downloadable fillable pdf of the Reimbursement form is available online or by request and can be submitted electronically, keep in mind when sending electronically a copy of the receipts will need to be included.

Requirements

- Scholarship recipients must attend training that is supportive for the operation and management of the local or county historical society.
- Scholarship recipients must submit receipts with the “Reimbursement Request” and include an explanation of expenses.
- Applicants can apply for more than one Heritage Training Scholarship but will only be eligible for up to a maximum of \$2,000 in scholarship reimbursement during this funding cycle, which begins July 2023 and ends May 31, 2025.

Examples of Eligible Training Opportunities

- American Association of Museums - Workshops and Conferences
- American Association of State and Local History - Workshops and Conferences
- Midwest Archives Conference
- Mountain Plains Museums Association - Annual Conference
- Museums in North Dakota - Annual Conference
- National Trust for Historic Preservation - Workshops and Conferences
- Plains Anthropological Conferences
- State Historical Records Advisory Board Workshops

- Upper Midwest Conservation Association - Regional Conservation Workshops
- Web based training and classes

Reimbursable Expenses for In-State Training:

- Conference or workshop fees – must provide receipts
- Mileage (for in-state travel is 58¢ per mile)
- Per Diem (\$35 per day)
- Lodging in North Dakota (\$84.60 plus tax per day) – must provide receipts
- Taxis, airfare and other travel expenses – must provide receipts

Reimbursable Expenses for Out-of-State Training:

- Conference and workshop fees – must provide receipt
- For out of state rates please check with Grants & Contracts Officer, Amy Munson at (701)328-3573 or amunson@nd.gov

Expenses not reimbursement with Scholarship funds

- Rental Cars
- Books
- Membership Fees

Heritage Training Scholarship Application Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

I represent the following organization: _____

I wish to attend the following training: _____

Date and Place of training: _____

Estimated Costs

Conference Fees, Tuition or Workshop Fees: _____

Mileage (65.5¢ per mile for in-state travel) _____

Per Diem (\$45 per day for in-state training) _____

Lodging (\$88.20+tax for in-state lodging) _____

Other Expenses (airfare, taxi, etc.) _____

Total Estimated Cost: _____

Heritage Training Scholarships are made available through funding from the North Dakota Legislature. The Heritage Training Scholarship Program is administered by the State Historical Society of North Dakota.

Please submit the application to:

Heritage Training Scholarship
Attn: Amy Munson
State Historical Society of North Dakota
612 East Boulevard Avenue
Bismarck, ND 58505-0830

amunson@nd.gov

Heritage Training Scholarship Reimbursement Form

Name: _____

Check payable to: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

I represent the following organization: _____

I attended the following training: _____

Date and place of training: _____

Costs

Conference Fees, Tuition or Workshop Fees * _____

Mileage # of miles: _____ X 65.5¢ = _____

Per Diem # of days: _____ X \$45 = _____

- Breakfast: \$9, Lunch: \$14, Dinner: \$22
- May be adjusted to reflect meals that were paid for with registration. and first and last day of travel.

Lodging* _____

Other Expenses* please specify expense _____

Total Cost _____

Internal Use Only

* Copies of receipts must be included to process reimbursement.

All Scholarship expenses will be reimbursed according to NDCC Chapter 44-08-04.

Please submit the reimbursement to:
 Heritage Training Scholarship
 Attn: Amy Munson
 State Historical Society of North Dakota
 612 East Boulevard Avenue
 Bismarck, ND 58505-0830