



## Coastal Museums Association

P. O. Box 11362 Savannah, Georgia 31412

[www.gacoastalmuseums.org](http://www.gacoastalmuseums.org)

### KIAH FUND GUIDELINES

- Origin:** The Kiah Fund was established by Virginia Kiah, of the Kiah Museum, to provide training opportunities and professional enrichment for individuals who might not otherwise be able to afford such opportunities.
- Purpose:** The Kiah Fund is intended to increase professionalism in the coastal museum community by:
1. Encouraging broader participation in regional, state, and national development opportunities through Kiah Fund Grants.
  2. Supporting local professional enrichment opportunities for CMA membership through Kiah Fund-sponsored programs.
  3. Providing an outlet for knowledge sharing among members.
- Funding:** The Kiah Fund is supported by:
1. Designated contributions.
  2. The Kiah Fund will be sustained and replenished by an allocation of at least ten percent (10%) but no more than fifteen percent (15%) of CMA's available funds (excluding any earmarked funds, such as the current Kiah Fund balance and the Web Site Fund balance). The membership will vote annually at the December meeting the appropriate percentage of the Kiah Fund allocation, which will then be transferred to the Kiah Fund during the first week of January.
  3. Additional fund-raising activities, as approved by CMA membership.
- Promotion:** Availability of the Kiah Fund as a membership benefit will be promoted through a variety of communications outlets, including, but not limited to, membership meetings, the CMA website, the CMA membership email list, and the annual membership campaign. The Executive Board, E-Communications Committee and Membership Committee will work collaboratively to promote the Kiah Fund.
- Records:** Kiah Fund records, including original applications and proposals, Executive Board recommendations, funding and award decisions, payment records, and knowledge sharing information, will be maintained according to CMA's approved records retention schedule.

Revised – approved at the February 2, 2011 meeting.

Revised – approved at the December 5, 2007 meeting.

Revised – approved at the November 3, 2005 meeting.

Revised – approved at the September 22, 1999 meeting.



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### KIAH FUND GRANTS

**Grant Eligibility:** Kiah Fund Grants are available to any current dues-paying member of CMA who agrees to fulfill the requirements of a Kiah Fund Grant.

1. Individual Members and representatives/employees of a Museum Member institution are eligible to apply.
2. No Individual Member or Museum Member institution will be eligible for more than one grant per calendar year (January 1-December 31).

**Grant Requirements:** Recipients of a Kiah Fund Grant are expected to share the knowledge they received as a result of their grant with the CMA membership.

1. Knowledge sharing can be accomplished through a variety of methods, as deemed appropriate by the Program Committee Chair (CMA Vice-President), options include, but are not limited to:
  - a. An oral presentation to the CMA membership at a regular monthly meeting based on the content of the professional development opportunity. The presentation should be supported by handouts, as appropriate (for example, a brief synopsis of the opportunity, bibliographies, flyers, etc.).
  - b. Distribution of a written report, either hardcopy or electronically, to the CMA membership based on the content of the professional development opportunity. The report should include, as appropriate, a synopsis of the professional development opportunity, bibliographies, flyers, etc.
  - c. On-site tours or programs for CMA membership developed from knowledge gained at the professional development opportunity.
2. Kiah Fund Grant recipients are expected to discuss the appropriate knowledge sharing method with the Program Committee Chair within 30 days after attending the opportunity.
3. All knowledge sharing information distributed to the CMA membership regarding a Kiah Fund Grant will be retained on file for the future reference of CMA members.

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### KIAH FUND GRANTS (continued)

Grant Application Procedures:	Anyone wishing to apply for funds should complete the Kiah Fund Grant Application and submit it to the CMA Treasurer two (2) months (if possible) prior to the date of the professional development opportunity to be attended. Applications will be considered throughout the year on a rolling basis, usually at the next membership meeting following submission of the application.
Grant Award Selection:	Based on the recommendations of the Executive Board, the CMA membership will vote on the Kiah Fund Grant applications before them. Recommendations of the Executive Board and decisions of the Association will be based on CMA's overall goals and interests, and the needs of the applicant.
Grant Award Conditions:	CMA may cover up to thirty percent (30%) of the cost of the professional development opportunity, up to a maximum grant award of \$300.00.

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### KIAH FUND-SPONSORED PROGRAMS

**Purpose:** Kiah Fund-sponsored programs are intended to provide local professional development opportunities for the CMA membership through special programs and workshops either:

1. Fully funded by the Kiah Fund and provided to CMA members at no cost.

or

2. Sponsored by the Kiah Fund to provide the opportunity to CMA members at a reduced group rate.

**Program Proposals:** Kiah Fund-sponsored programs can be proposed by the Executive Board or any current dues-paying member of CMA (Individual Members or representatives/employees of Museum Member institutions). Proposals should be submitted in writing to the Executive Board two (2) months (if possible) prior to the date of the proposed program. Proposals must include a summary of the proposed program and an estimate of Kiah Fund costs. Proposals will be considered throughout the year on a rolling basis, usually at the next membership meeting following submission of the proposal.

**Program Approval:** Based on the recommendations of the Executive Board, the CMA membership will vote on the proposed Kiah Fund-sponsored program. Recommendations of the Executive Board and decisions of the Association will be based on CMA's overall goals and interests, and the needs of the majority of the CMA membership.

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### KIAH FUND GRANT APPLICATION

*Instructions:*

- 1. Please review the Kiah Fund Guidelines before submitting an application.*
- 2. Fill out the application fully. Incomplete applications will be returned to the applicant.*
- 3. Attach additional pages to application, as needed.*
- 4. Submit completed applications to the CMA Treasurer at least two (2) months (if possible) prior to the professional development opportunity to be attended.*

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Your Membership Status (check one):

- Individual Member
- Employee/Representative of a Museum Member

Name of Museum Member Organization: \_\_\_\_\_

Your Position/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name of Professional Development Opportunity (conference, workshop, event, etc.):

Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Brief description of opportunity and statement of how it will enrich your professional development:

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**KIAH FUND GRANT APPLICATION (continued)**

Statement of financial need (*Why are you requesting financial support from the Kiah Fund?*):

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What expenses do you anticipate?

- Registration fees: \_\_\_\_\_
  - Lodging (include # of nights): \_\_\_\_\_
  - Travel (include mode): \_\_\_\_\_
  - Food (include # of days): \_\_\_\_\_
  - Other (please explain): \_\_\_\_\_
- Total Expenses: \_\_\_\_\_

What amount are you requesting from the Kiah Fund? \_\_\_\_\_  
*(CMA may cover up to 30% of the total cost, up to a maximum grant award of \$300.00)*

Have you received a grant award from the Kiah Fund in the past?  Yes  No

If yes, please list all prior Kiah Fund grant awards, including date received, professional development opportunity attended, and grant award amount: \_\_\_\_\_

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<b>For CMA Office Use Only</b>	
Date application received by CMA Treasurer: _____	
Date application reviewed by CMA membership: _____	
Application determination:	<input type="checkbox"/> Grant Award approved by CMA membership Approved Grant Award Amount \$ _____ Check # _____ Date _____ <input type="checkbox"/> Grant Award disapproved by CMA membership
Date applicant notified of final determination: _____	
CMA Treasurer: _____	