

ELISABETH WALTON POTTER

OREGON HERITAGE PRESERVATION TRAINING SCHOLARSHIP

2023 INFORMATION

OREGON HERITAGE

Oregon Parks and Recreation Department is committed to valuing and serving everyone by actively working to provide safe and equitable access to state parks and agency programs. To this end, the department will not tolerate racism, harassment, discrimination, or intimidation in any form.

The Oregon Heritage Preservation Scholarship provides financial assistance for Oregon residents to attend a preservation-related (historic preservation, archives, museums, Main Street, historic cemeteries, etc.) conference, workshop, or training. Eligible travel expenses include registration fees, transportation (e.g. air fare, personal vehicle mileage, etc.), and lodging.

Scholarships are non-competitive and offered twice per year. Scholarships will be offered to those actively involved in local preservation efforts and attending one of the conferences listed in the guidelines. Scholarship recipients will be expected to share what they learn from the conference, workshop, or training with others through a post on the *Oregon Heritage Exchange* blog, a public presentation, or some other way approved by Oregon Heritage.

The scholarship is offered by Oregon Heritage, part of the Oregon Parks and Recreation Department, in honor of Elisabeth Walton Potter. Potter was a long-time historian with the State Historic Preservation Office and coordinator for the National Register of Historic Places program in Oregon.

FINANCIAL INFORMATION: Generally awards are \$100-\$1000.

MATCH: Match is not required.

AWARD PROCESS: This is a non-competitive grant program, funds will be dispersed evenly.

- \$100-500 for in-state conferences
- \$100-1000 for out of state conferences.

BUDGET INFORMATION: Include the costs for registration, travel, and lodging.

REPORTING AND PAYMENT: Awarded projects will be the subjects of binding agreements between the State and the applicants. Scholarship funds are dispersed on a reimbursable basis. Following the event, a progress report and reimbursement request will be required. Details of payment arrangements and reporting will be provided at the time of award.

SCHOLARSHIP TIMELINE:

Round 1 – For eligible conferences, workshops, or trainings taking place July 1, 2023 – Dec. 31, 2023.

Deadline – July 7, 2023 (11:59pm)

Notification – July 14, 2023

Reporting deadline – January 31, 2024

Round 2 – For eligible conferences, workshops, or trainings taking place Jan. 1, 2024 – June 30, 2024

Deadline – December 1, 2023

Notification – December 8, 2023

Reporting Deadline – June 30, 2024



ELIGIBILITY:**APPLICANTS:**

- Must be Oregon residents at least 18 years of age.
- Must be active in local preservation efforts. This includes activities in historic preservation, archives, museums, Main Street, historic cemeteries, etc.
- Priority will be given to non-state employees.
- Priority will be given to applicants who have not received the scholarship before.

CONFERENCES:

- National Trust for Historic Preservation
- National Alliance of Preservation Commissions
- Association for State and Local History
- Oregon Museums Association Conference
- Western Museums Association Conference
- American Alliance of Museums
- Main Street Now Conference
- Northwest Archaeology Conference
- Society for American Archaeology
- Association for Gravestone Studies
- Northwest Archivists Conference
- Society of American Archivists
- Northwest Oral History Association Conference
- Oral History Association Conference
- National Association for Interpretation Conference

APPLICATION:

- To apply for the scholarship visit www.oprdgrants.org. Instructions on how to navigate the online application system can be found here:
<https://www.oregon.gov/oprd/OH/Pages/Awards.aspx#three>

Questions regarding the Elisabeth Walton Potter Oregon Preservation Training Scholarship can be directed to Kuri Gill at kuri.gill@oprd.oregon.gov or (503) 986-0687.

APPLICATION PROCESS

SCHOLARSHIP ANNOUNCEMENT: The scholarship application will be announced through various media outlets. Scholarship application information and online system instructions can be found at <https://www.oregon.gov/oprd/OH/Pages/Awards.aspx#three> (please note that the scholarship is submitted via our grants online system therefore the instructions may use the word “grants” but it also applies to the scholarship application).

REGISTRATION FOR THE ONLINE APPLICATION SYSTEM: To access the application, register at oprgrants.org.

- If you are registering as a private individual, select ‘private’ for the organization.
- If you are registering as part of an organization, then select it or add it.
- If you already have an account, then request through Kuri.Gill@opr.oregon.gov or 503-986-0687 to add this grant option to your account.

See online registration and application instructions for detailed directions to use the online grant system. <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#one>

The application must be complete and submitted online by the grant application deadline.

APPLICATION QUESTIONS: The following items will be required on the online application. Be sure to use the OPRD GrantsOnline instructions as you enter the information.

- Contact Information
 - Applicant – Enter the organization if you applying through your organization or enter your name if you are applying as a private individual
 - Project Contact – This is the person that is applying for and would be using the scholarship.
 - Address
 - Reimbursement Contact – This is the person who we contact to handle the financial side, may organization have a person managing the books who is not the project contact. The reimbursement contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
- Project Information
 - Project Name – make a clear, short project title. Ideally the conference, workshop or training that the applicant would like to attend.
 - Brief Project Description – please keep this brief and specific. State the conference, workshop or training, the date, and the location.
 - Project start date – The start date would be when you intend to incur expenses for the training. Keep in mind that you may need to purchase plane tickets and registration in advance of the training so it would be wise to have this start date be earlier rather than later.
 - Project end date – this date should be after the training is complete
 - Site name – if the organization has a physical site, or enter NA
 - Site city/town/area – please put the city of the organization or the community that this training would benefit

- Site county - please put the county of the organization or the community that this training would benefit
- Site description - provide a short description of the organization or the community that this training would benefit
- Site acreage – enter ‘1’
- Latitude & Longitude – Click the button and use the mapping tool to enter this information.
- Financial Information
 - Requested amount
 - Match amount – no match is required, but enter at least \$1.00 of match for the system to allow application submission.
 - Total amount
 - Budget grouped by category
 - Travel
 - Lodging
 - Registration
 - Show source of funding (match) using categories like, organization contribution, personal contribution, conference scholarship (if you received a scholarship from the organization that runs the conference), etc.
 - Budget must include both expenses and income sources of funding.
- Supplemental
 - Attending as: Individual or Organization
 - If attending as part of an organization enter the name, email address, phone number and mailing address of the person who will sign the grant agreement.
 - Select the conference you plan to attend
 - **National Trust for Historic Preservation**
 - **National Alliance of Preservation Commissions**
 - **Association for State and Local History**
 - **Oregon Museums Association Conference**
 - **Western Museums Association Conference**
 - **American Alliance of Museums**
 - **Main Street Now Conference**
 - **Northwest Archaeology Conference**
 - **Society for American Archaeology**
 - **Association for Gravestone Studies**
 - **Northwest Archivists Conference**
 - **Society of American Archivists**
 - **Northwest Oral History Association Conference**
 - **Oral History Association Conference**
 - **National Association for Interpretation Conference**
 - Describe how you will apply and share knowledge gained from the conference, workshop, or training to address the preservation need in your community. Please be as specific as possible.
- Attachments: Submit conference, workshop, or training information.
- Submission
 - Click save after adding the attachments.

- Double check your application
- Be sure to click submit

SELECTION: Most applicants will receive funding of at least \$100. If there is an abundance of applicants in a cycle that makes the award amount lower than \$100, the two funding priorities will be applied.

The following will not receive funding:

- State employees.
- Applicants who have received the scholarship before.

\$5000 is available each cycle for a total of \$10,000 a year. Funds will be distributed evenly among applicants.

- \$100-500 for in-state conferences
- \$100-1000 for out of state conferences.

GRANT AGREEMENT: Shortly after you are notified that you have been awarded a grant, you will receive a Grant Agreement. By signing the Grant Agreement, you attest acceptance of a state grant for the purposes outlined in your grant application and those outlined in the Agreement. These guidelines are considered to be part of your Grant Agreement. Some of the items in the Agreement include:

1. An approved Project Budget with line items specifying project expenses covered by grant funds and specific project expenses covered by the applicant match.
2. Grant starting date and grant completion & final report date.
3. Special conditions for the project.
4. Requirements for submitting reports and reimbursement requests.

Agreements will be completed electronically, but can be hard copy upon request.

- For e-signature agreements we will need the email and name of the person with authority to sign. These will be sent through Adobe Sign by email for secure e-signature.

AMENDMENTS TO THE AGREEMENT:

No amendments are allowed in this program.

GRANT MANAGEMENT AND REPORTING

GRANT MANAGEMENT:

Because the Grant Agreement involves the use of public funds from the State of Oregon, you are expected to follow certain requirements for their use.

GRANT REPORTING:

Final report: A final report is required within 15 days of completing the project or by the final deadline on your grant agreement, whichever is first. Reports are submitted as a progress report through [OPRD GrantsOnline](#). Reports must include a summary of conference experience. Check the box for 'Final Report'.

Submit supporting documentation including:

- At least one document about the experience – photographs, meaningful hand-out or slide deck.
- A blog post sharing something interesting you learned at the training that will be posted on the [Oregon Heritage Exchange](#) and at least one photograph to accompany it. Posts should be 250-300 words. Please feel free to contact Cam Amabile at cam.amabile@opr.oregon.gov.

OR

An alternative to a blog post is to submit another public presentation or approved vehicle of sharing the knowledge you gained from the training. Alternative methods have included an article in newsletter for the recipients organization, a public meeting presentation with community members, a handout with information for stakeholder groups accompanied by a presentation, and other similar ideas.

Oregon Heritage staff will review and approve reports.

Additional resources for reporting:

[Grant reporting and reimbursement checklist](#)
[OPRD Grants Online Reporting and Reimbursement Instructions](#)
[How to submit a progress report](#) – Video Tutorial

GRANT REIMBURSEMENT: Grant funds are dispersed on a reimbursable basis. A project report and a reimbursement request are required to receive a reimbursement. Both must be submitted through [OPRD GrantsOnline](#). See Reporting through [OPRD GrantsOnline](#) and Using the OPRD Grant Application & Reporting System sections of the [Oregon Heritage Grants webpage](#) for instructions and videos.

The reimbursement request must include all expense information related to the scholarship. You can demonstrate match. For example, you were awarded \$500. You had registration for \$300 and lodging for \$300, submit invoices for both and show a \$100 match.

Enter project expenses in the project expense section. Include all costs for the project, including match source funded expenses and volunteer time. Only the match amount must be provided, not the matching source. Expenses may be grouped by expense category:

- Travel – flight, mileage, lodging
- Other (specify) - registration

Submit the following attachments.

- Copies of invoices or receipts for expenses
- See OPRD Grants Online Reporting & Reimbursement Instructions <https://www.oregon.gov/oprd/OH/Documents/OPRDOOnlineGrantReimbursementReportingInstructions.pdf> for a detailed guided to completing your report online.
- See Grant Reporting and Reimbursement Checklist for additional guidance. <https://www.oregon.gov/oprd/OH/Documents/ReportingReimbursementChecklist.pdf>
- [How to submit a reimbursement request](#) – video tutorial
- DO NOT submit canceled checks as proof of payment. Only proof of expense is required.

PAYMENT: Once complete progress reports and reimbursement requests are submitted, they will be reviewed by OPRD program staff and finance staff. Reimbursements are in the form of a check. State agencies and universities are required to submit an invoice for electronic funds transfer. The process takes 2-4 weeks.

ADVANCE: If an advance is needed, contact Kuri Gill at kuri.gill@oprd.oregon.gov or 503-383-6787.

EXTENSIONS: Extensions are not allowed.

RECORD KEEPING: Keep records of your grant management for six years.

ASSISTANCE:

For grant questions and [OPRD GrantsOnline](#) system questions contact Kuri Gill, kuri.gill@oprd.oregon.gov, 503-986-0685.

