

Education Endowment Task Force
Guidelines for the Application Procedure, Review Process, and Award Sequence
for the use of the Education Endowment Fund

Each year, SCA makes available the earnings of the Education Endowment Fund for projects to promote the purpose of the fund. The projects are to directly benefit the SCA membership. If there are no suitable applications in a given year, the funds will accumulate and become available in the following year.

The SCA Board determines the deadline for the Education Endowment awards. The Education Committee, in consultation with the Awards Committee and with approval of the Board, provides a brochure about the Education Endowment Fund and revises it to keep it current with the dates and application information. The brochure includes a statement of the purpose of the fund, pre-application review, the application procedures and an application form.

The Education Committee or their designee prepares sufficient brochures for the mailing of application forms. The Education Chair writes an article notifying the membership of the availability of funds and instructions for obtaining an application. The Education Committee encourages applicants to confer with the Committee about the appropriateness of their proposals prior to the deadline.

The Education Chair sends the brochure, application form and cover letter to archival educators, library schools and all SCA members who request them.

The Education Chair duplicates and distributes completed applications that come to the chair and are judged eligible and complete.

Criteria:

Applicants must be SCA members in good standing.

The Education Endowment Fund is not a scholarship fund.

Committee members who are part of the review process are not eligible to receive grants.

Selection Procedures

Each applicant must submit an application form, including a letter of recommendation from someone familiar with the merits of the proposed project.

The application is sent to the Education Chair by the designated deadline.

The Education Committee selects the top application(s), up to three potential candidates, and forwards copies of the unranked applications to the Chair of the Awards Committee. The Education Committee notifies unsuccessful applicants.

The awardee(s) is selected by the Awards Committee. The Awards Committee provides the Education Committee Chair with the name(s) of the successful applicant(s) prior to notifying the awardee(s). The Chair of the Awards Committee notifies the awardee(s) and the unsuccessful applicants (finalists) with a formal letter.

The Chair of the Awards Committee requests the Treasurer to send check(s) to the awardee(s), announces the award in a Newsletter article, presents the awardee(s) to the membership at the AGM business meeting. Information on the results of the fund project(s), e.g. sample of instructional materials, text of research of lectures, or program for workshops, will be made available to the membership at the AGM held the year following the award.

Awards and Education Committee meet at the SCA AGM and confer throughout the year as appropriate.