

# MARTIN E. SULLIVAN MUSEUM SCHOLARS PROGRAM

## *Application*

The Martin E. Sullivan Museum Scholars Program recognizes the contributions of the late Martin E. Sullivan. Dr. Sullivan was a nationally recognized museum professional whose career in museums spanned East and West, art and history, old and new. Dr. Sullivan served as Executive Director of Historic St. Mary's City from 2000 until 2008 and, along with faculty in the College's anthropology, art history, and history departments, designed the College's Museum Studies Program.

Sullivan Scholars receive a stipend of **up to \$4000** per year to work in a museum or related setting. Museum Scholars may also use the funds for travel to conferences or other related projects. The funds can be drawn throughout the academic year and/or during summer break. Students accepted as a Sullivan Scholar are eligible for the stipend each year of participation in the Museum Studies program.

### **Eligibility:**

Applicants must:

- be ***currently*** enrolled full-time students at St. Mary's College who have completed their first year by the time their scholarship year begins;
- be ***declared*** Museum Studies minors by the application deadline. If you are not currently a declared minor, you can declare your intention through Portal;
- have ***completed or be enrolled*** in MUST 200 (Introduction to Museum Studies);
- have an overall **GPA of 3.3** or higher.

Accepted applicants are expected to make progress toward completing the minor after their scholarship period ends.

### **Instructions:**

Your application should include the following:

- Application form
- One-two page narrative
- Budget form
- Unofficial transcript (available off portal)
- Two letters of recommendation from faculty who know you and your work sent directly to the Museum Studies Coordinator (Dr. Liza Gijanto, [lgijanto@smcm.edu](mailto:lgijanto@smcm.edu), Anne Arundel West 114).

In a one-page single spaced typed narrative, address the following:

- describe how participation in the Sullivan Museum Scholars Program will help you achieve your long-term academic and career goals;
- any relevant information about your background in museum studies or related field;
- how you plan to use the stipend (include supporting information about your host site (if known), project, and travel plans);
- justification for the funds requested beyond your salary (see Budget Form).

## ***Application Form***

Name: \_\_\_\_\_

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

Major(s): \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Declared Museum Studies Minor? YES NO

Completed Intro to Museum Studies (MUST 200)? YES NO

When? \_\_\_\_\_ If not, are you registered? YES NO

I certify that the foregoing statements and other parts of this application process are complete and accurate.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## **Budget Form**

The total stipend requested may include two parts (see below). The total for both should not exceed \$4000.00.

**Part 1: Salary:** Total salary for your internship based on an hourly wage of \$16.00.

Hours per week \_\_\_\_\_

Number of weeks \_\_\_\_\_

Total hours \_\_\_\_\_

1. Total salary (multiply total hours by \$16.00) \_\_\_\_\_

2. FICA (multiply Total salary by .08%) \_\_\_\_\_

**Total (no.1 + no.2)** \_\_\_\_\_

**Part 2: Expenses:** This section should include expenses you believe will exceed your salary. It is expected that your salary will cover room and board. As such, items that may be included here are travel, supplies, or conference fees (see Sample Budgets). Additional support for housing in high-cost areas will also be considered. For each requested item you must include an explanation for the cost in your Narrative.

<i>ITEM</i>	<i>COST</i>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
	<b>Total</b> _____

**Total Stipend Request**

**Part 1** \_\_\_\_\_ + **Part 2** \_\_\_\_\_ = \_\_\_\_\_