

Professional Development Grant for Urban Arts Space (UAS) Interns

Purpose

The UAS Professional Development Grant encourages Urban Arts Space interns to prepare for careers in their chosen field after graduation by helping defray costs associated with career development. By offering grants of up to \$500 each, UAS will provide an incentive for interns to invest in their futures while interning at UAS. The UAS Professional Development Grants will be awarded to interns demonstrating strong linkages between their stated professional goals and their submitted professional development plan.

Applicants must submit the following materials, further outlined in the sections below:

- General applicant information
- Itemized list of expenses
- Professional development plan
- Statement of intent (250–500 words)
- Resume/CV

As part of the grant award, you will be asked to complete a final report detailing how you used the funds and the professional development experience you gained. The information you provide will help us measure the grant's effectiveness and usage.

Eligibility

1. **Applicants must be enrolled at The Ohio State University during the semester in which they submit the grant application.** If applicants incur expenses during an academic semester in which they are *not* enrolled in classes, the applicant must be enrolled in the immediately preceding semester. In the case of summer conferences, applicants must be enrolled in the summer term or the subsequent autumn semester.
2. **All expenses and activities must be completed prior to graduation and within the proposed activity window.**
3. **Applicants must be in good academic standing.**
4. **Only one application per student will be accepted for a single funding period.** If an applicant has multiple expenses occurring within the activity window, they may submit all of these in a single application (e.g., a conference, a workshop, and related travel expenses might all be expenses on a single application).
5. **Previous award winners must disclose all previous Professional Development Grant awards.**

Applications are due by 11:59 PM ET on the day of the posted deadline. Late applications will not be accepted.

Limitations

Applicants will be awarded and reimbursed up to the maximum award of \$500 in Professional Development Grant funds.

Winners of the award will not be eligible to apply again for the remainder of the fiscal year. For example, if an applicant was awarded \$500 for eligible activities during the July 1, 2023–June 30, 2024 fiscal year (FY24), they will not be eligible to apply again until the July 1, 2024–June 30, 2025 fiscal year (FY25).

Any student may receive the UAS Professional Development Grant a maximum of 3 times.

Only activities outlined in the approved application are eligible for funding or reimbursement. In cases where the activity is no longer occurring (for example, a conference has been canceled), applicants may arrange for approval from the UAS staff to use the funds for alternate activities.

Eligible Expenses

Below are possible professional development expenses and activities that can be reimbursed with the UAS Professional Development Grant. This list is not exhaustive and is subject to change at any time. Please consult with a full-time staff member if you have questions about eligible expenses.

- Conference registration
- Professional association dues
- Internship travel
- Licensure fees
- Study materials for licensure
- Background check fees
- Workshops

Ineligible Expenses

- OSU academic expenses (i.e., any expenses required as part of a credit-bearing or other experience required for OSU graduation)
- Alcohol
- Tobacco
- Firearms
- Clothing
- Local travel
- Food

Funding Calendar

Funding Period 1: Mid-spring deadline for usage in the summer/fall (July 1–December 1)

Funding Period 2: Mid-fall deadline for usage in the winter/spring (January 1–June 30)

*Applications are due by 11:59 PM ET on the deadline. Late applications will not be accepted.

**The first day of the activity must fall within the funding period's respective activity dates. The dates of all activities must be listed on the online application.

Applicant Information

- First and Last Name

- Local Address
- Name.#
- Phone Number
- Academic Program and Program of Study
- Current GPA
- Anticipated Graduation Semester/Year
- Anticipated Degree (e.g., BA, BS, BFA, BSD)
- Month/Year of Projected Expenses (e.g., May 2021)

Itemized List of Expenses

Please review the list of eligible expenses in this guide or on our website. All expenses should be explicitly listed, including the dates, where applicable. Feel free to list all eligible expenses to demonstrate the full scope of your budget, even if it goes over the \$500 amount.

Example: Springtime Hotel, \$215 for 2 nights, February 27–28, 2021

Professional Development Plan

Please outline a professional development plan, in either paragraph or bullet form. This section should not be a list of your accomplishments (especially ones listed on your CV), but rather a list of what you hope to accomplish. If you have previously received a professional development grant, note when and how much you received. The professional development plan should include your short-term career goals with specific steps or actions you need to take. Consider using the [SMART goals](#) format.

Statement of Intent

Min 250, Max 500 words

- Describe how the requested funds align with the activities and goals outlined in the professional development plan.
- Explain why this use of funds is the most productive and effective way to develop your career interests.

Resume/CV

Please upload a resume or CV that demonstrates your qualifications for employment within your field.

Review Rubric

Applications will be reviewed by a minimum of 3 UAS full-time staff. Reviewer feedback may be shared with applicants upon request.

General Tips:

- Directly answer the questions asked in the application.
- Do NOT use technical language specific to your field of study.
- Make your application cohesive.
- Create a tailored CV/resume.
- Proofread! Proofread! Proofread!

- Schedule a one-on-one session with the [Ohio State Writing Center](#) for help revising your materials.

Professional Development Plan

Identifies career goals, including qualifications needed.

Identifies goals that are specific, timely, attainable, and measurable.

Subtotal ____/15

Statement of Intent

Specifically describes the anticipated benefit of the proposed activity for applicant's professional & career development.

Requested funds align with goals outlined in the professional development plan.

Subtotal ____/25

Resume or CV

Demonstrates applicant has obtained specific training & education relevant to their career interests; applicant is on track to be qualified for employment within their field.

Subtotal ____/5

Total ____/45