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## **Council of State Archivists – Ancestry Leadership Award 2021 Nomination Form**

**Application Deadline: November 8, 2021** (Midnight, Eastern)

With the generous support of Ancestry, the Council of State Archivists undertakes its strategic plan commitment to facilitate next generation leadership development by providing up to \$1,000 reimbursement for individuals or \$2,000 reimbursement for groups of mid-level managers in state and territorial archives to help develop their professional potential and prepare for advancement.

### **Nominee qualifications:**

- All nominees, whether for an individual or group award, must be full-time, mid-level managers or coordinators in state and territorial archives with responsibility for program development, implementation, and staff/volunteer supervision and on a track toward further leadership responsibilities. Participation by nominees in a CoSA committee or program activity within the last five (5) years is desired *but not required*.

### **Nominator:**

- Individuals must be nominated for the award by their immediate supervisors or the State Archivist/CoSA representative.

### **Qualified award expenses:**

- CoSA and Ancestry provide this funding to improve job performance, professional knowledge, and skills, and to enhance leadership capabilities, particularly collaboration, interdisciplinary project management, and strategic thinking. Such activities include, but are not limited to, conference, workshop, seminar, or institute registration and travel, course work, and purchase of related materials. The training programs of the Archives Leadership Institute, the Center for Creative Leadership, and various university executive training programs are examples of the types of opportunities appropriate for individuals.
- Funds for training must be expended as outlined in the nomination and budget. Because award decisions are based on the original nomination, the award may not be used for any purpose other than that originally proposed. An alternate training opportunity may be included in the application, if desired. If the nominee is not accepted to a competitive workshop, decides they would prefer to attend a different opportunity than originally proposed or proposed as an alternate, receives additional travel funds, or otherwise changes their plans for personal or professional reasons, contact the CoSA Executive Director for approval before repurposing funds.
- The award also includes funds for travel and expenses to attend the 2022 CoSA Annual Meeting, for up to three days, according to the CoSA Travel Policy.

**Unallowable award expenses:**

- The award cannot be used to purchase supplies, books, or equipment not directly related to the training. Computers and personal electronic devices are not fundable.

**Timing of award:**

- Awards may be used for professional development activities taking place between December 1, 2021 and September 1, 2022.
- Awards will not be made retroactively, such as for travel completed prior to the date of application.

**Additional requirements:**

- The recipient's agency agrees to publicize the award in conjunction with CoSA and Ancestry.
- Recipients will be expected to attend CoSA's Annual Meeting Work Session (sponsored by Ancestry) in 2022 to make brief presentations about their development opportunity and explain how they have used the information from the training. The 2022 meeting will be held in Nashville, Tennessee at the CoSA-Best Practices Exchange conference, or online if that conference is cancelled.

**Award Announcement:**

Award recipients will be announced by December 1, 2021.

**Partial funding may be awarded at the discretion of the awards committee.**

**Nominations must consist of the following, submitted as one PDF document:**

- **Awards Program Nomination Form**
- **Essay** (up to two typed pages) describing the nominee's leadership goals, articulating why the nominee's training/development choice(s) will further their leadership capacity, and how new skills will be used.
- A **detailed budget** (no more than 1 page). Nominations that do not include a detailed budget will not be considered. In the budget, include all costs, not just those covered by the award.
- **Letter of Support** from the CoSA representative at the nominee's archives describing the leadership potential of the nominee or group and expectations about the impact of the chosen training/development program.
- **Supporting materials** include nominee's resume or bio highlighting leadership roles; illustration of a work product resulting from the nominee's leadership, and any related materials.



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**CoSA-Ancestry Leadership Award 2021  
Nomination Form**

Nominee's Name \_\_\_\_\_  
Organization Name \_\_\_\_\_  
Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Nominated by:  
Name \_\_\_\_\_ Position \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Nominations must consist of the following, submitted as one PDF document:**

- 1. Awards Program Nomination Form**
- 2. Essay** (up to two, typed pages) describing the nominee's leadership goals, articulating why the nominee's training/development choice(s) will further their leadership capacity, and how new skills will be used.
- 3. A detailed budget** (no more than 1 page). Nominations that do not include a detailed budget will not be considered. In the budget, include all costs, not just those covered by the award.
- 4. Letter of Support** from the CoSA member at the nominee's archives describing the leadership potential of the nominee or group and expectations about the impact of the chosen training or development program.
- 5. Supporting materials** include nominee's resume or bio highlighting leadership roles; illustration of a work product resulting from the nominee's leadership, and any related materials.

**Email one complete nomination packet as *a single PDF* to Barbara Teague, CoSA Executive Director: [bteague@statearchivists.org](mailto:bteague@statearchivists.org). Nominations must be received by November 8, 2021, midnight eastern.**