

ALASKA STATE MUSEUMS

GRANT-IN-AID

INTERNSHIP GRANT APPLICATION FORM

Internship grant applicants must call or e-mail Scott Carrlee at the Alaska State Museum at 1-888-913-6873 or scott.carrlee@alaska.gov to discuss their proposal before submitting an application.

FISCAL YEAR 2012

Applications must be postmarked no later than June 1, 2011.

Contingent upon funding by the Legislature, the Alaska State Museums will award grants to Alaska museums and museum-related agencies for projects scheduled to take place between July 1, 2011 and June 30, 2012.

Museums may apply for a regular grant for amounts between \$2,001 and \$10,000, a mini-grant of up to \$2,000, or the internship program grant. You can apply for only one of these programs per year. Each grant has a separate application form. This is the internship grant application.



ALASKA STATE MUSEUMS
395 WHITTIER STREET, JUNEAU, AK 99801
PHONE (907) 465-4806 FAX (907) 465-2976
scott.carrlee@alaska.gov

This application form is available online at:
www.museums.state.ak.us

ALASKA STATE MUSEUMS
GRANT-IN-AID
Internship Grant Application
FISCAL YEAR 2012

DEADLINE: Applications must be **postmarked no later than June 1, 2011**. Applications postmarked after this date will NOT be considered. You may want to request a return receipt when you mail the application to confirm that your application was received. You can also email your completed application as an attachment. The email must be sent to scott.carrlee@alaska.gov before 4:30 pm AKST on June 1, 2011. You will receive an email confirming receipt of the application.

GRANT AWARDS / USE OF FUNDS

Official notification of the grant award will be provided by letter after July 1. The internship program provides funding for the intern's travel, living stipend and a supplement for housing if necessary. The internships take place for ten weeks during the summer months, starting in early June.

ACCOUNTING CALENDAR

Internships should be complete by **August 30, 2012**. Final accounting is due on or before **Sept. 30, 2012**. Accounting forms will be mailed in mid-May 2012. Receipts for all expenditures should be kept and copies submitted with your accounting.

- August 1, 2012 – Written request for an extension must be submitted for approval if internship cannot be completed by August 30.
- August 30, 2012 – Deadline for completion of internship.
- Sept. 30, 2012 – Deadline for submission of final accounting. Also, any extended internships must be completed by this date.
- Oct. 31, 2012 – Deadline for submission of final accounting for extended internships.

An organization that has not submitted its final grant accounting report for a previous year's GIA is ineligible to apply for a new grant.

FUNDING AMOUNT

Grant funding is contingent upon approval by the legislature. It is important that internship budgets be realistic. Do not apply for more money than you will reasonably need. In order to match evaluated applications with available funds, the grant administrator can negotiate with individual applicants for reduced program goals and grant awards.

Scoring and awarding of mini-grant applications will be determined before scoring and awarding of regular and internship grants. The remaining amount of GIA funding will be awarded to regular grant and internship grant recipients.

ELIGIBILITY

Alaska museums or museum-related organizations such as historical societies, historic sites, museum support groups, cultural centers, and science centers may apply. A museum or related organization may submit only one GIA application. It is the organization’s responsibility to determine who will submit the grant application on its behalf. An applicant may submit an application for one grant only each year for one of the following: a regular grant, a mini-grant, or an internship grant.

To qualify, an applicant must:

1. be a legally organized, permanent, non-profit organization, that is essentially educational in purpose; and
 2. own, care for, utilize and interpret tangible objects and exhibit them to the public; and
 3. be open to the public on a regularly scheduled basis for no less than 90 days during the fiscal year for which a grant is requested; and
 4. * employ at least one person, or the full-time equivalent, either paid or unpaid, whose time is primarily devoted to the care and public exhibition of objects owned or used by the museum; and
 5. maintain separate and distinct itemized budget records (if part of a parent organization); and
 6. have satisfactorily filed all previous years’ Grant-in-Aid accounting reports, if applicable; and
 7. not be a state or federal governmental entity, or be acting on behalf of a state or federal governmental entity;
- OR –
8. be a legally organized, permanent, non-profit organization, the purpose of which is to augment and enhance statewide museum services, practices and education.

* Full-time during the calendar period the museum is open to the public.
Part-time positions may be combined to equal one full-time position.

APPLICATIONS MAY BE TYPED, WORD PROCESSED, OR HANDWRITTEN. IF HANDWRITTEN, USE BLACK INK.
APPLICATIONS MUST BE LEGIBLE. ILLEGIBLE PORTIONS WILL BE CONSIDERED INCOMPLETE.

EMAIL APPLICATIONS ARE ACCEPTED
NO FAXED APPLICATIONS PLEASE

A. SCREENING (A "NO" in response to #1, #2 or #3 means the application will NOT be evaluated.)

- 1. Application was received by the State Museum postmarked no later than June 1, 2011. Yes No
- 2. Applicant meets eligibility requirements. Yes No
- 3. Final grant accounting reports for any previous year's GIA have been submitted. Yes No
- 4. Application is signed by proper authority. Yes No

(Copies of incomplete applications will be returned to the applicant to provide necessary information)

B. GRANT-IN-AID APPLICATION FY 2012 All information must be completed.

Organization Name: _____

Physical Address of Organization: _____

Mailing Address (if different): _____

Director or Chief Administrator: _____

Telephone Number: _____ FAX Number: _____

E-mail Address: _____ Web Site URL: _____

Indicate which months of the year you are open: _____ Annual visitation: _____

Daily Open Hours: Summer _____ Winter: _____

Number of employees: Paid full-time _____ Paid part-time: _____ Volunteer staff _____

Admission Charge: _____

C. CONTROL OF INSTITUTION

Please indicate the appropriate answer:

Who governs your museum? _____ Other: _____

Who owns your collection? _____ Other: _____

Who owns your building? _____ Other: _____

Who pays staff salaries? _____ Other: _____

D. IRS Tax ID Number: _____ (Necessary in order to award grant.)

Attach a statement of tax status and/or copy of IRS Letter of Determination if a copy is not on file at the Alaska State Museum.

E. PROPOSAL DATA:

Internship applicants must call or e-mail Scott Carrlee at the Alaska State Museum (1-888-913-6873 or scott.carrlee@alaska.gov to discuss their proposal before submitting an application.

Check here to confirm that this proposal has been discussed with Scott Carrlee.

1. One line proposal description: _____

2. Person responsible for supervising the intern: _____

F. CERTIFICATION

This certification must be signed by a principal of the organization with legal authority to obligate, and with knowledge of the matters contained herein.

The undersigned certifies: (1) all information herein is accurate or represents a reasonable estimate of future operations, based on data available at the time of the application; and (2) that there are no false statements or misrepresentations in the information herein or as a supplement.

Printed name and title

Signature

Date

GRANT-IN-AID Internship Program Application

Answers may be continued on one additional sheet if necessary.

1. Give a brief outline of the project you would have the intern work on.

2. How is this project important to your mission?

3. Who at your museum will be supervising the intern?

4. What type of housing will you be able to provide for the intern? If need additional support for the housing please indicate what are the costs that will need to be paid for by the grant?

5. FINANCIAL STATEMENT

Institution's annual operating budget for most recently completed fiscal year: \$_____

Total income: \$_____

Total expenditures: \$_____

What is your institution's largest source of income? _____

What is your institution's largest area of expenditures? _____

You may attach a budget printout or add any other pertinent information as you see fit.
