

ALASKA STATE MUSEUMS

Grant-in-Aid

Internship Program Grant Guidelines

FISCAL YEAR 2011

Contingent upon funding by the Legislature, the Alaska State Museums will award grants to Alaska museums for and internship project scheduled to take place between July 1, 2010 and August 30, 2011.

DEADLINE: Applications must be **postmarked no later than June 1, 2010**. 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 before 4:30 pm AKST on June 1, 2010. You will receive an email confirmation.

Important: Internship program applicants **must** call Scott Carrlee at the Alaska State Museum (1-888-913-6873) to discuss their proposal before submitting an 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 housing supplement if necessary. The internships will take place for 10 weeks during the summer of 2011 starting in early June.

ACCOUNTING CALENDAR

Projects should be complete by **August 30, 2011**. Final accounting is due on or before **Sept. 30, 2011**. Accounting forms will be mailed in mid-May 2010. Receipts for all expenditures should be kept and copies submitted with your accounting.

June 1, 2010 --Written request for an extension must be submitted for approval if project cannot be completed by June 30.

August 30--Deadline for completion of projects.

Sept. 30-- Deadline for submission of final accounting. Also, any extended projects must be completed by this date.

Oct. 31-- Deadline for submission of final accounting for extended projects.

Any GIA accounting reports not submitted by September 30, or at the end of an approved extension, will make the organization ineligible for funding **until reports are submitted and the account is closed**.

FUNDING AMOUNTS

Total funding available for all Grants-in-Aid for FY 2011 has not yet been determined. Total FY 2010 funding was \$105,600.

INTERNSHIP PROGRAM GRANT ELIGIBILITY

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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 application for its direct benefit. It is the organization's responsibility to determine who will submit the grant application on its behalf. **An applicant may submit either a regular grant, a mini-grant application, or an internship program 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 and advertised to the public on a regularly scheduled basis for no less than 90 days total, in 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 year Grant-in-Aid accounting, 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; and have satisfactorily filed all previous year Grant-In-Aid accounting, if applicable.

* 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.

EMAIL APPLICATIONS ARE NOW ACCEPTED
NO FAXED APPLICATIONS PLEASE

Internship grant applications may be handwritten, but typed applications are preferred.
If handwritten, do not use blue ink, as applications need to be copied.
Applications must be legible. Illegible portions will be considered incomplete.

You may download and compose the application on your computer
as long as you maintain the same format and include all sections.

Go to www.museums.state.ak.us

GRANT-IN-AID

Internship Program Grant Application FY 2011

Typing is preferred. Handwriting is acceptable, but must be legible. No blue ink, please. All spaces must be filled out.

Organization Name: _____

Physical Address of Organization: _____

Mailing Address (if different): _____

Director or Chief Administrator: _____

Telephone Number: _____ FAX Number: _____

E-mail Address: _____ Web Site URL: _____

Please circle the months of the year you are open: J F M A M J J A S O N D Annual visitation: _____

Daily Open Hours: Summer: _____ Winter: _____ Admission Charge: _____

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

Number of members: _____ Number of non-staff volunteers: _____

CONTROL OF INSTITUTION

Please circle appropriate answer:

- | | | | | |
|------------------------------|-----------------|-----------------|-------------|-------|
| 1. Who governs your museum? | City or Borough | Non-profit org. | Tribal org. | Other |
| 2. Who owns your collection? | City or Borough | Non-profit org. | Tribal org. | Other |
| 3. Who owns your building? | City or Borough | Non-profit org. | Tribal org. | Other |
| 4. Who pays staff salaries? | City or Borough | Non-profit org. | Tribal org. | Other |

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.)

PROPOSAL DATA:

Check here that this application has been discussed with the Scott Carrlee at the Alaska State Museum. (See guidelines.)

One-line project description: _____

Person responsible for supervising the intern. This person will take the online course during the late winter 2011:

CERTIFICATION

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

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 of misrepresentation in the information herein or as a supplement.

Printed name and title (must be legible)

Signature

Date

GRANT-IN-AID Internship Program Application

Answers may be continued on one additional sheet if necessary.

1. What collections at your museum will be impacted by this project? How are these collections important for your mission?

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

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 you cannot provide housing what type of housing will be available and 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 if you like, or add any other pertinent information as you see fit.