

ALASKA STATE MUSEUMS

Grant-in-Aid Mini-Grant Guidelines

For grant proposals of \$2,000 or less.

FISCAL YEAR 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, 2010 and June 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: Mini-grant applicants **must** call or email Scott Carrlee at the Alaska State Museum (1-888-913-6873) (scott.carrlee@alaska.gov) 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 grant award letter may set stipulations on the content and/or cost of the project, based on the application and panel review.

Grant-In-Aid (GIA) funds may be used to purchase materials, equipment, personal or contractual services or other items necessary to support and improve museum services and operations.

Grant-In-Aid funds will NOT be provided for projects designed to restore historic sites and structures, for collection acquisitions, for costs incurred prior to the date of the grant award letter, to replace or offset employee payroll that would normally be paid otherwise, for continuing education, for re-granting purposes or for indirect costs, such as administrative overhead.

ACCOUNTING CALENDAR

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

June 1, 2011 --Written request for an extension must be submitted for approval if project cannot be completed by June 30.

June 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. Scoring and awarding of mini-grant applications, which have a maximum amount of \$2,000, will be determined first. The remainder of the GIA funding will be awarded to regular grant applicants. In order to match evaluated applications with available funds, the grant administrator reserves the right to negotiate with individual applicants for reduced program goals and grant awards.

MAP AND CAP SURVEYS

The State Museum encourages Alaska museums to participate in the Museum Assessment Program (MAP) or Conservation Assessment Program (CAP). These programs are administered by the American Association of Museums and are valuable self-help tools for planning and prioritizing. For additional information, contact Scott Carrlee at 1-888-913-6873 (toll free) or 465-4806, or by email: scott.carrlee@alaska.gov.

MINI-GRANT 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 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 a regular, mini-grant, or an internship program application.**

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

Mini-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 Mini-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 proposal has been discussed with Scott Carrlee at the Alaska State Museums. (See guidelines.)

One-line proposal description: _____

Person responsible for carrying out proposal: _____

AMOUNT REQUESTED:

Amount being requested \$ _____ (Amount cannot exceed \$2,000)

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 Mini Grant Application

Answers may be continued on one additional sheet if necessary.

1. What do you wish to do with this grant? List items to be purchased, including brand names, models and prices, and any other expenses to be paid with grant. Indicate the total amount requested, which should agree with the amount on page one.

2. Explain why you need this grant. Why is it a priority for your museum?

3. Are you using any other sources of funds or in-kind resources for this project? If so, please explain. (Note: In-kind resources means staff time, office supplies or materials used to complete this project but not paid for by this grant.)

4. 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.