

ALASKA STATE MUSEUMS

GRANT-IN-AID

REGULAR GRANT APPLICATION FORM

(grant amounts between \$2,001 and \$10,000)

FISCAL YEAR 2014

Applications must be postmarked no later than June 3, 2013.

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, 2013 and June 30, 2014.

Museums may apply for a regular grant for projects between \$2,001 and \$10,000, a mini-grant for projects 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 regular grant application. Scoring and awarding of internship and mini-grant applications will be determined before scoring and awarding regular grants.



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

ALASKA STATE MUSEUMS
GRANT-IN-AID
Regular Grant Application

FISCAL YEAR 2014

DEADLINE: Applications must be **postmarked no later than June 3, 2013**. 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 3, 2013. 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 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, and to fund contractual services or specific project-related personnel costs and 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, 2014**. Final accounting is due on or before **Sept. 30, 2014**. Accounting forms will be mailed in mid-May 2013. Receipts for all expenditures should be kept and copies submitted with your accounting.

- June 1, 2014 – Written request for an extension must be submitted for approval if project cannot be completed by June 30.
- June 30, 2014 – Deadline for completion of projects.
- Sept. 30, 2014 – Deadline for submission of final accounting. Also, any extended projects must be completed by this date.
- Oct. 31, 2014 – Deadline for submission of final accounting for extended projects.

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 project 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 internship and mini-grant applications will be determined before scoring and awarding regular grants.

PROFESSIONAL ASSESSMENT

The State Museum encourages Alaska museums to participate in museum assessments and evaluations as they are valuable self-help tools for planning and prioritizing. There are several options available. The Museum Assessment Program (MAP) is administered by the American Association of Museums and the Conservation Assessment Program (CAP) is administered by Heritage Preservation. The Curator of Museum Services can also perform a Standards in Excellence Program (StEPs) assessment. For additional information, contact Scott Carrlee at the Alaska State Museum at 1-888-913-6873 or scott.carrlee@alaska.gov.

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 **MUST** BE TYPED OR WORD PROCESSED
EMAIL APPLICATIONS ARE ACCEPTED
NO FAXED APPLICATIONS PLEASE

REVIEW CRITERIA AND GUIDELINES

The following criteria and point system will be used by panelists in the screening and review process:

A. SCORING

Grants will be scored on a 100-point system, with points awarded, section by section, as indicated.

B. GRANT-IN-AID APPLICATION FY 2014

All information must be completed. NO HANDWRITING PLEASE.

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: \$ _____ Legislative districts: House _____ Legislative districts: Senate _____

C. CONTROL OF INSTITUTION

1. Please indicate the appropriate answer to the following:

Who governs your museum? _____ Other: _____

Who owns your collection? _____ Other: _____

Who owns your building? _____ Other: _____

Who pays staff salaries? _____ Other: _____

Number of members: _____

Number of volunteers: _____ Number of hours contributed by volunteers _____

2. Estimated value of all donated services, equipment, and/or material: \$ _____

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. PROJECT DATA

Project title: _____

Project director: _____

Project dates: beginning _____ and ending _____

Is this project a follow-up to a professional assessment? Yes No

Indicate type and year of any professional assessment:

MAP _____ CAP _____ Other _____

F. SUMMARY

Briefly describe your project: _____

G. Total cost of project \$ _____ Amount requested from ASM \$ _____

H. **PROJECT DESCRIPTION** (Please be as concise as possible. This Section should be no longer than two pages.)

1. DESCRIBE NEED FOR THIS PROJECT (20 points)

Clearly identify the problem or need this project will address. How fundamental is the need? What is the history of the problem or need?

2. DESCRIBE THE PROJECT (35 points)

Describe the project in clear, simple terms, identifying goals. How does the project address the need? Show direct actions to be taken and what the effect will be. If the project has a number of components, are they related? Try to avoid "catch-all" proposals that are not clearly focused.

3. TIMELINE (5 points)

Break your project down into a series of tasks. Show month-by-month when tasks would begin and end, and how they would sequence or overlap. Project should be completed by June 30, 2014.

4. LONG-RANGE PLAN (5 points)

If possible, show a clear connection between your project and an existing long-range plan of your organization. Use direct statements from the plan. You may attach a copy of the pertinent parts of your plan. Indicate the year the plan was written and note goals that have been reached.

5. Professional Assessment (5 points)

You can score up to 5 additional points if your project is a follow-up to a professional assessment (see page 3). Indicate when the assessment was done and what the recommendation is. Attach a copy of the pertinent text from the report. This can be described further under section A (Need for Project). It is not required that your project be a follow-up to an assessment.

6. EVALUATION AND DOCUMENTATION (5 points)

How will you measure the project's success? What are the goals of the project? How will you measure completion of goals? Documentation might include before and after photographs, video, visitor surveys or evaluation sheets, a written report, newspaper clippings etc. You will need to show us what you accomplished.

7. PROJECT BUDGET DATA (15 points)

The budget should be complete and include appropriate information that clearly relates to the project. The costs should be reasonable with regard to completing the project as described. Matching funds or in-kind services should be indicated in the second column of the table in Section L if appropriate.

Matching funds are not required but depending on the type of project, matching funds and in-kind services may indicate a higher level of commitment and support for the project which can result in higher application scoring. Itemized items should be described clearly and concisely. Equipment costs should be itemized.

	Requested from ASM	Applicant's contribution (if any)	Description
Salaries & benefits (list by job title)	\$	\$	
Contractual services (list by job title)	\$	\$	
Commodities and consumable supplies (itemize)	\$	\$	
New equipment such as office or lab equipment (itemize)	\$	\$	
Printing and reproduction	\$	\$	
Travel	\$	\$	
Other (itemize)	\$	\$	
Total project cost	\$	\$	

If this project is dependent upon other pending grants, please identify source(s), amount(s), expected award date(s).

Grantor	Amount
_____	\$ _____
_____	\$ _____
Total	\$ _____

I. FINANCIAL STATEMENT

Use information from most recently completed year. (10 Points)

1. Overall annual operating budget for most recently-completed fiscal year: \$ _____

2. Fiscal year is from _____ to _____

Revenue Sources:

3. Federal \$ _____

4. State (include previous GIA) \$ _____

5. Municipal \$ _____

6. Admissions revenue \$ _____

7. Memberships \$ _____

8. Museum Store (Indicate only NET funding to museum budget) \$ _____

9. Other (Fundraising, corporate support etc.) \$ _____

10. Total Revenue \$ _____

Annual operating expenses:

11. Salaries \$ _____

12. Benefits \$ _____

13. Goods and services (including contractual) \$ _____

14. Equipment \$ _____

15. Facilities maintenance (including utilities) \$ _____

16. Rent / mortgage \$ _____

17. Collection acquisitions \$ _____

18. Other (specify) \$ _____

19. Total Expenditures \$ _____

Note: Please explain any significant differences between lines 1, 10 and 19.

FINANCIAL STATEMENT (10 points)

ATTACH A FINANCIAL STATEMENT TO YOUR APPLICATION. This is a summary of your organization’s annual operating budget. Please include figures for your most recently completed fiscal year. If including figures for a parent organization, please distinguish between them and describe clearly. Please explain any broad discrepancies between revenue and expenditures. It will aid your application if you can show community support by volunteers or other outside funding. **The Grant-in-Aid should not be the primary source of support for the organization.**

J. CHECKLIST

This is provided to ensure that the application is complete. Applications that are not complete will be copied and returned to the applicant for completion. Resubmitted applications will be placed in a second category of applications to be evaluated after all of the complete applications have been evaluated—IF funds remain.

If your budget contains the following categories, be sure to provide the accompanying information, either in the narrative, or on additional sheets.

Project:

- Description and need. (1A-B)
- Timeline (1C)
- Tie to Long Range Plans (1D)
- Evaluation (1E)
- Budget (1G)
- Financial statement attached (2)
- AND
- Statement of tax status attached (unless a copy is on file at ASM)
- Certifying signature (below)
- Copy of MAP or CAP survey if not on file with ASM

Personal Services:

- Job titles
- Rate / Amount of pay (salary or hourly)
- Attach resumes of key personnel (optional)

Contractual services:

- Description of services
- Statements of Commitment, if applicable

Equipment:

- Itemized list of product names and prices

K. 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.

Typed name and title

Signature

Date