ALASKA STATE MUSEUM GRANT-IN-AID (GIA)

Internship Grant Information and Application Template

## About this template

This is NOT the application. This is a template to help you develop your grant proposal.

It is not possible to return to the online GIA application once you begin. You have one chance to enter the information and submit it online. You can use this template to draft your answers and then copy and paste the answers into the online application.

A grant review committee will evaluate all grant applications and score the applications on a 100-point scale. The maximum number of points allocated for each question is indicated in the narrative questions.

## About the Internship Program

ASM will recruit graduate student interns from degree programs affiliated with the museum field to spend 8 weeks during the summer of 2020 with selected museums. Host museums must do the following in order to qualify for this program:

1. Develop a specific intern project that is feasible to accomplish within 8 weeks. If awarded an internship grant, the museum must provide a draft job description to the Curator of Statewide Services to assist with recruiting.
2. Provide all necessary supplies and equipment for the successful completion of the project.
3. Be available during the selection process to take part in intern interviews and/or answer questions about the museum, housing, travel, community, etc.
4. Secure adequate housing for the intern that is either free or subsidized and options for transportation to/ from the museum (if housing is not located nearby the museum).
5. Provide a supervisor responsible for orienting the intern to the museum/project and monitoring the execution of the project.

***Museums interested in applying for the internship program must speak with Anjuli Grantham, Curator of Statewide Services, before applying. Contact Anjuli at 907-465-4806 or anjuli.grantham@alaska.gov.***

## Project Examples

* Create or update museum policies and procedures.
* Conduct research on museum collections.
* Catalog collections materials.
* Develop content for exhibits.
* Create an interpretive plan.
* Inventory the collection.
* Create finding aids for archival collections.
* Create storage mounts for collections.
* Develop museum tours or education programs.
* Create a museum website or communications plan.
* Create a development plan.
* Conduct visitor/ member surveys and other evaluations.

# Internship Grant Application Template

# Organization Information

Organization Name:

Physical Address:

Mailing Address (if different):

Director or Chief Administrator:

Telephone Number:

E-mail Address:

Website URL:

EIN:

Indicate which months of the year that you are open to the public:

Annual visitation:

Admission Charge:

Number of full-time staff:

Number of part-time staff:

Number of volunteer staff:

Alaska State House District Number:

Alaska State Senate District Letter:

# Control of Institution

Who governs your institution? Non-profit; City or Borough; Tribal organization; Other

Who owns your collection? Non-profit; City or Borough; Tribal organization; Other

Who owns your building(s)? Non-profit; City or Borough; Tribal organization, Other

Who pays staff salaries? Non-profit; City or Borough; Tribal organization, Other

IRS Tax ID Number:

# Proposal Data

Describe the intern’s project (Limit 3500 characters) (35 points)

How is this project important to your museum? (Limit 2000 characters) (25 points)

Who will supervise the intern, and what are their qualifications? (Limit 1000 characters) (10 points)

How will the museum carry on the intern’s work after the internship is over? (Limit 1000 characters) (5 points)

Please describe the housing available for the intern. Who is providing it? If housing is not close to the museum, what transportation options are available? If the museum needs additional financial support to provide housing, please indicate the amount. (Limit 2000 characters) (15 points)

Financial Statement (10 points)

This is a summary of your organization’s annual operating budget. Please include figures for your most recently completed fiscal year. It will aid your application if you can show community support by volunteers or other outside funding.

Institution’s annual operating budget for the 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 expenditure?

If applicable, lease explain any broad discrepancies between revenue and expenditures. (Limit 1000 characters)

# Uploads

* Include a statement of tax status and/or a copy of the IRS Letter of Determination if a copy is not on file at ASM

# Certification

I certify that the organization for which I am submitting this grant

1. is a legally organized, permanent, non-profit organization, that is essentially educational in purpose; and
2. owns, cares for, utilizes and interprets tangible objects and exhibits them to the public; and
3. is 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. employs 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. maintains separate and distinct itemized budget records (if part of a parent organization); and
6. has satisfactorily filed all previous years’ Grant-in-Aid accounting reports, if applicable; and
7. is not a state or federal governmental entity, or acting on behalf of a state or federal governmental entity;

– OR –

1. a non-profit, museum-related agency which augments and enhances statewide museum services, practices and education.