ALASKA STATE MUSEUM

MINI GRANT-IN-AID (GIA) 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.

## About Mini Grants

Mini Grants are available for projects up to $2,000. Mini Grants will be evaluated apart from the Regular and Internship Grant applications using a simplified scoring process. Mini Grants do not compete with the other grants for funding.

***Please contact Anjuli Grantham, Curator of Statewide Services, at 465-4806 to discuss your grant project before submitting the application.***

# Organization Information

Organization Name:

Physical Address:

Mailing Address (if different):

Director or Chief Administrator:

Telephone Number:

E-mail Address:

Website URL:

IRS Tax ID Number (EIN):

Alaska State House District ([find district number here](http://akleg.gov/docs/pdf/Legislators-by-District.pdf)):

Alaska State Senate District [(find district letter here)](http://akleg.gov/docs/pdf/Legislators-by-District.pdf):

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

How many visitors did you receive last year?

What is the admission charge?

Number of full-time staff:

Number of part-time staff:

Number of volunteer staff:

# Governance

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

*You will need to upload a statement of tax status and/or a copy of the IRS Letter of Determination if a copy is not on file at ASM.*

# Proposal Data

This project has been previously discussed with Anjuli Grantham, Curator of Statewide Services. Yes/ No

Amount requested from ASM:

One-line proposal description: (limit 500 characters)

Person responsible for carrying out this proposal:

What do you wish to do with this grant? Include the activities that will be conducted, what will be purchased and the cost, and other expenses that will be paid with the grant. All costs should correspond with the amount requested above. (Limit 2,000 characters)

Explain why you need this grant. Why is it a priority for your museum?(Limit 2,000 characters)

What other funds and/or in-kind services will be used for this project? (Limit 2,000 characters)

# Financial Statement

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?