ALASKA STATE MUSEUM GRANT-IN-AID (GIA)

Regular Grant Template and Review Criteria

## 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.

# 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:

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

How many visitors did you receive last year?

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

# Proposal Data

Amount Requested from ASM:

Total Project Budget:

Project Name:

Project Abstract (Limit 250 characters):

Project Director’s Name and Title:

Describe the Project (35 points):

Describe the project from beginning to end in clear, simple terms, including the project’s objectives. What actions will be taken and what will be the effects? (Limit 3,500 characters)

Describe the Need for this Project (25 points) (Limit 2500 characters):

Clearly identify the problem or need this project will address and how it corresponds with the museum’s strategic or long-term plan. How does this project enhance the capacity of the museum to fulfill its mission, and in what ways? (Limit 2000 characters)

Timeline (5 points):

Break your project down into a series of tasks assigned by the month. Projects must be finalized by June 30, 2020. (Limit 2,000 characters)

Project Budget (15 points):

Submit the grant budget using the Grant Budget Sheet, available on the GIA webpage.

Professional Assessment (5 points):

If this project is following up on recommendations from a professional assessment, please indicate when the assessment was done and what the recommendation was. Also upload the recommendation document to this application. (Limit 1,500 characters)

Professional Development (5 points):

You can score up to five additional points for projects that incorporate staff or volunteer training opportunities, such as workshops, courses, or other specialized training. If applicable, please indicate how the project incorporates continuing education/ professional development in the project description. THIS IS NOT A REQUIREMENT.

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 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 necessary, please explain any broad discrepancies between revenue and expenditures. (Limit 1500 characters).

# Uploads

* Include the [project budget form](https://museums.alaska.gov/documents/grants/grant-budget.xlsx) (available on the GIA website).
* 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.
* Include a professional assessment that recommends the project, if applicable.
* Include letters of support, schematic drawings, resumes, or other materials that are pertinent to the proposed project.

# 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 organization which augments and enhances statewide museum services, practices and education.