

Oregon Heritage Commission
2007-09 Museum Grant Program
Application Deadline: December 15, 2007
Grant Application Form – Cover Page

(Note: Using the insert key on your keyboard will help to fill this form via your computer.)

Name of Museum: _____

Name of Operating Agency (if different): _____

Mailing Address: _____ City: _____ ZIP: _____

Physical Address: _____ City: _____ ZIP: _____

County: _____ Local Senator's Name: _____

Federal Tax ID Number: _____ Local Representative's Name: _____

Grant Project Leader: _____

Email address: _____

Website: _____

Telephone: _____ FAX: _____

Name of Grant Project: _____

Budget Summary:

Museum Grant Request: \$ _____ Museum's Annual Budget \$ _____
Applicant Match: \$ _____
Total Grant Project Budget: \$ _____

Authorization:

I hereby state that the applicant museum:

1. has been in operation as a nonprofit for a period of at least two full years prior to the date of this application.
2. provides museum services open to the public at least 120 hours per year at designated and reasonable hours and places.
3. has a responsible, competent attendant on duty when museum services are provided to the public.
4. is organized as a public or private non-profit institution that exists on a permanent basis for essentially educational or aesthetic purposes.
5. cares for and owns or use tangible objects; and
6. exhibits the objects to the public on a regular basis through facilities the museum owns or operates.

I also hereby state that the facts, figures and representations made in this application, including all supplemental attachments, are true and correct to the best of our knowledge, and that the governing body of this organization has by a recorded vote approved this application.

Signature of Authorized Officer or Director

Printed Name

Date

Oregon Heritage Commission

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Grant Application Form – Narrative Questions

Respond to the following questions in no more than three pages, single-sided, 12-point type.

The grant reviewers will respond more favorably if you respond to the following questions in a clear, concise narrative and only include information that is relevant to the grant project. We encourage you to enlist a proofreader/editor other than the author before submitting your application. If you have questions on the information required below, refer to the Grant Application Guidelines document or contact Heritage Commission coordinator Kyle Jansson at 503-986-0673 or heritage.info@state.or.us

- 1. Applicant Museum and Background.** Include organizational mission statement and purpose, organizational qualifications, history of accomplishment, special capabilities, governance, area and population served, and role of volunteers and staff.

- 2. Project Description:**
 - a. Briefly describe the project for which the support is requested.
 - b. Describe the project's goals, objectives and final product.
 - c. Present the timeline for your project.
 - d. Describe the project's anticipated impact.
 - e. Describe the numbers and types of people who are expected to benefit from the project.
 - f. Describe how the project will be monitored and evaluated.
 - g. Describe plans in place to sustain or maintain the activity or project, if appropriate, following the period of the grant.
 - h. If your efforts are collections oriented, describe how your project will preserve or support management of heritage collections that are threatened and/or are of community or statewide significance.
 - i. If your project is for heritage tourism, describe its potential to promote heritage-related tourism.
 - j. If your project is for heritage education and interpretation, describe how the project will broaden and/or deepen public knowledge and understanding of heritage.

- 3. Project Development**
 - a. Describe the project director's experience related to this and similar efforts.
 - b. List any partner organizations and their contributions toward this project.
 - c. List any "experts" who will be hired or volunteer to assist with the project.

Attach your responses to the Grant Application Form Cover Page and the Grant Application Form Budget Narrative.

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Grant Application Form – Budget Narrative

List anticipated expenditures by the categories shown. Also, show how Museum Grant funds will be used for the same project, and any cash, in-kind or donated funds and labor that will be used to support the project. Enter the totals on the Grant Application – Cover Page. Detailed instructions for the Budget Narrative are located on page 3 of the Museum Grant Application Information.

Budget Category	Your Share	Value of Other Contributed Funds, Goods, and Services (specify sources)	Museum Grant Funds Requested	Total of row
Personal Services (salary and benefit costs)				
Contractual services				
Materials and Supplies				
Equipment (specify types)				
Total of column				