

Museum Grant Application Packet 2007-2009

Final Application Deadline December 15, 2007



Oregon Heritage Commission
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The Museum Grant Application Form is a separate document. An electronic version of the application can be obtained through the Heritage Commission website at www.oregonheritage.org

Oregon Museum Grants

To support activity occurring before April 1, 2009.

Introduction and Purpose

The purpose of the Oregon Museum grant program is to support Oregon museums in projects for the collection and management of heritage collections, for heritage-related tourism, and heritage education and interpretation. A total of \$100,000 will be available during this application round. The largest grant in the last cycle was \$10,000. Grant proposals from museums of all sizes and purposes are encouraged and will be considered.

The program is governed by Oregon Administrative Rules 736-053-0100 through 736-053-0140.

General Information and Assistance

Application forms are available by contacting the Heritage Commission at locations listed on the cover, and by visiting the Heritage Commission website at www.oregonheritage.org

Organizations may submit only one grant application for each deadline. Applications must be in a typewritten format using at least an easily readable 12 point or larger size type. Application forms may be reproduced on computers.

Assistance from the Heritage Commission is available to potential applicants prior to the application deadline. Call the Commission staff at 503-986-0673 with questions. Email requests for assistance may be sent to heritage.info@state.or.us We strongly urge you to request assistance well in advance of the application deadline.

Eligible Organizations

Any qualified museum based in Oregon is eligible to apply. Museums are defined by statute as public institutions or private nonprofit Oregon corporations primarily devoted to the acquisition and public exhibition of specimens, artifacts, articles, documents and other items that relate to history, anthropology, archaeology, science or art and that have historical significance.

Museums shall meet the following requirements:

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

A current 501(c)(3) determination from the United States Internal Revenue Service is required for establishing nonprofit status.

Eligible Projects

The Oregon Museum Grant Program supports Oregon museums in projects for the collection and management of heritage collections, for heritage-related tourism, and heritage education and interpretation.

“Heritage collections” includes artifacts and other manifestations of material culture, documents, publications, photographs and film, heritage recordings, music and songs gathered for study, comparison or exhibition, and their management.

“Heritage-related tourism” means the practice of traveling for recreation to learn, enjoy or appreciate heritage.

“Heritage education and interpretation” means the action or process of educating or of being educated about heritage.

Museum Grants are available to assist with statehood sesquicentennial projects, and projects with a sesquicentennial link or incorporating sesquicentennial elements can be considered.

Ineligible Costs

Costs for projects or project work completed before execution of a grant agreement between the Oregon Heritage Commission and the applicant are not eligible for grant consideration.

Budget Narrative Instructions

List anticipated expenditures by the categories shown. Also, show how Museum Grant funds will be used for the project, and any cash, in-kind or donated funds and labor that will be used to support the project. Enter the totals in the Budget Narrative.

Applicant’s Cash: This may be money in the organization’s accounts designated for the project or it may be funds that have been received from another source at the time of the grant application to the Oregon Heritage Commission. It may include specific portions of staff salaries (including fringe benefits) that represent actual work that will occur on the project. They cannot include general administration, grant administration or audit costs.

Contributed Funds, Goods and Services: Contributed services are provided by volunteers who are not paid by your organization for the work they do on the project. The value of their services should be calculated on the basis of their training and the work they provide for the project. The value of materials donated to a project – for example, lumber, paper, hardware, etc. – should be based on retail value. They cannot include general administration, grant administration, or audit costs.

Museum Grant Funds: Show how the Museum Grant funds will be used for this project.

Final Application Checklist

Your final completed application package will include:

1. **Museum Grant Application Forms.** Include the complete Cover Page, Narrative and Budget Narrative.
2. **The applicant’s financial statement,** including a board-approved balance sheet and an annual income-expense statement for the last completed fiscal year.
3. **A minimum of one and a maximum of five photographs** illustrating the need for project work. If photographs are not appropriate, so state in your narrative.

Application Deadline

Oregon Museum Grant applications will be accepted until 4 p.m. December 15, 2007, or if they have a postmark before that time. Late applications will not be accepted. Mail or deliver the completed application to: Museum Grant Application, Oregon Heritage Commission, 725 Summer St. NE, Suite C, Salem OR 97301-1266. Electronically submitted applications will not be accepted.

Application Evaluation

After applications are submitted, Heritage Commission staff will review them for completeness and basic eligibility. All complete and eligible applications will then be reviewed by a Museum Grants Review Committee of at least six people with museum or heritage experience appointed by the Chair of the Oregon Heritage Commission. Applications must stand by themselves. There is no opportunity for applicants to make verbal presentations to the Museum Grants Review Committee.

Complete and eligible applications will be ranked in order based upon an evaluation of (1) the museum's capability for carrying out the project (2) fiscal management ability as reflected in the museum's most recent fiscal year operating budget, a current operating budget, or both; (3) the anticipated effectiveness of the proposed project in the collection and management of heritage collections, the promotion of heritage-related tourism, or the provision of education and other interpretations related to heritage; and (4) the commitment of other significant monetary or in-kind support to the goals of the project, or both.

After evaluation by the Museum Grants Committee, applications will be considered for funding at a public meeting of the Oregon Heritage Commission. Applicants will be notified as to the time and place of the commission meeting. Applicants can attend the commission meeting, but will not have opportunities to make verbal presentations to the Commission on behalf of their projects. Commission decisions on grant applications are final.

Funded Applications

Projects approved for funding will be the subjects of binding agreements between the commission and applicants. Grant funds will be disbursed on a reimbursable basis, although for severe extenuating circumstances partial payments may be made in advance. All projects approved for funding must be completed by April 1, 2009. Applicants who fail to complete approved projects will be required to return all grant funds to the Oregon Heritage Commission.