



# **Collections Management Fund**

## **Grant Guidelines**

### **About the Collections Management Program**

Museums Alaska is currently accepting applications for the Collections Management grant program. The program responds to needs of the Alaska museum community to enhance collections management through professional expertise, training, and access to conservation materials and supplies. Grants will fund activities that allow organizations to build capacity in the area of collections management and conservation of collections.

Eligibility is limited to 501(c)(3) nonprofit, government, tribal entities, or equivalent organizations located in the state of Alaska. Applications are accepted on an ongoing basis and reviewed in November.

Deadline: October 31, 2013

Museums Alaska would like to thank Rasmuson Foundation for their support of this grant program. Opportunities for larger projects may be found in Rasmuson Foundation's Tier 1 grant program.

### **About Museums Alaska**

The mission of Museums Alaska is to maintain an association of Alaska's museum professionals and volunteers in order to provide opportunities for improvement of museum and cultural center services in Alaska and to enhance public understanding of the purposes and functions of Alaska's museums and cultural centers. Museums Alaska maintains a central office to receive and disburse information about museums, cultural centers and their activities, and to collect and share professional opportunities. Museums Alaska publishes the quarterly newsletter, *Network*, and organizes an annual meeting and conference to focus on the needs of Alaska museum professionals, volunteers, and their institutions. Museums Alaska currently administers two grant programs funded by the Rasmuson Foundation: the Art Acquisition program and the Collections Management program. Details on these programs and other

resources available to museums can be found on the Museums Alaska website at [www.museumsalaska.org](http://www.museumsalaska.org)

## **Eligibility Criteria**

The Collections Management program seeks applications for projects that will directly enhance the capacity of the applicant organization to care for collections held in the public trust. Applications are accepted from qualified 501(c)(3) nonprofit, government, tribal entities or equivalent organizations that hold collections in the public trust, such as a museum or cultural center. Small, rural-based organizations are encouraged to apply.

Applicants may only apply for one grant per cycle (two grants total per year). However, a single application for collections management funds may incorporate activities in one or more of the following categories:

### **Supplies and equipment**

Applicants may request funds for general collections management needs and specific project needs. Shipping costs are eligible grant expenses. Projects requiring larger equipment needs should first explore Rasmuson Foundation's Tier 1 grant program. Emergency conservation projects will be given priority.

### **Training**

Applicants may request to support training of museum staff and community participants. Tuition or workshop fees for training events are eligible for funding, as well as associated training costs for providing a local training event for staff and community participants. Travel costs of experts hired for specific projects and travel for Alaska museum staff to attend collections-related trainings elsewhere are eligible grant expenses. Projects with emphasis on training staff or community members who can then pass on knowledge (i.e., "train the trainers") are encouraged.

### **Professional Services**

Applicants may request support for specific projects, including contract hiring of conservators, registrars, collections managers, etc, who can provide expertise or services beyond the capacity of local staff. Eligible expenses for contractors are limited to short-term projects, with preference for local hire. When hiring an expert from outside Alaska, institutions are encouraged to communicate to share expert services among communities. Museums Alaska reserves the right to group like requests into a coordinated tour by a visiting professional.

Preference will be given to organizations that are collaborative or cooperative in nature. Emergency conservation projects will be given priority.

All grant-supported projects must be complete within six months of receipt of grant funds. Grant amounts will be awarded up to \$10,000; typical grant awards will be from \$3,000-\$5,000. Matching funds are encouraged but not required. Price quotes, estimates, and bids for contracted services and/or significant purchases are highly recommended. Supporting materials also encouraged are: letters of commitment; recruitment announcements for short-term hires; and temporary position descriptions. Grant awards must be successfully completed and closed before applying for additional support through this program.

Individuals, for-profit, and 501(c)(4) or (c)(6) organizations and non-Alaska-based organizations are not eligible for grant funding. Ineligible uses include:

- Reimbursement of pre-award costs
- Salary of permanent staff positions
- Construction
- Pass-throughs, re-granting, or other financial assistance to nonprofits
- Indirect costs

### **Reporting Requirements**

A final report will be submitted to Museums Alaska six months after the grant award. Grantees will be required to submit a signed grant agreement prior to the disbursement of funds.

Museums Alaska reserves the right to require return of funds if it deems that the grantee has not complied with the terms of the grant agreement for use of funds from Museums Alaska, or to comply with any law or regulation affecting the grantee, grant or Museums Alaska.

### **Preparing Your Proposal**

The link to the online application form is located on Museums Alaska's website: [www.museumsalaska.org](http://www.museumsalaska.org). *Applications must be filled out and submitted electronically.* Supplemental attachments (budget, etc) should be submitted electronically to [grants@museumsalaska.org](mailto:grants@museumsalaska.org) (preferred) or mailed to:

Museums Alaska  
PO Box 3004  
Homer, AK 99603

## Grant Application Review and Action

Evaluation criteria include but are not limited to the clarity and measurability of project goals, the benefits to those served by the applicant organization and overall sustainability of the project.

Applications will be evaluated based on the extent to which:

- The application is complete, well-organized, and understandable;
- The proposal clearly states the organization's need for collections management funds;
- The project is well-designed with clear and realistic goals;
- The application describes how the proposed project will enhance the applicant's ability to deliver programs or services;
- The funding requested is appropriate for the activities proposed;
- The proposed budget is adequately justified and supported by budget narrative;
- The project will have benefits that last beyond the grant term.

Every applicant will be sent an official notice of the award decisions. If a grant has been approved, a Grant Agreement and associated materials are sent. The Grant Agreement sets forth the terms and conditions of the grant. A signature obligates the grant recipient to conduct the project as described in the proposal and to accept the conditions outlined in the Agreement and these Guidelines. With the receipt of the signed agreement, the grant is "activated."

If significant changes need to be made to a project's grant budget and/or program plans, please be in touch with Museums Alaska to discuss prior to making changes.

Questions should be directed to:

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