



Applicants must answer all questions and respect the character limits for each question. Answers to questions in the narrative submitted as supplementary attachments will not be considered for review by the jury.

Application profile information is provided to the jury to illustrate the overall capacity of the institution.

Institutional Profile and Application Narrative

Institutional Profile

The following information is provided to the jury to illustrate the overall capacity of the institution.

- Museum Name
- City / Town / Village
- Governance (Non-profit, municipally operated / supported, other)
- Number of current paid staff (F/T, P/T, Seasonal)
- Annual Operating Budget
 - > \$0 - \$100,000
 - > \$101,000 - \$250,000
 - > \$250,001- \$500,000
 - > \$500,001 and over
- Was Artificial Intelligence (AI) used to complete this application?

 Yes No

Application Narrative

1. Please attach a job description for the position that is to be supported by the Operational Staffing Grant. (6 points)

The job description must clearly outline:

- a) The role and responsibilities of the position (3 points)
- b) The qualifications, experience, or competencies required (3 points)

2. Please identify one formal or informal learning opportunity in the coming year that aligns with this position's responsibilities and how the museum will support the staff member in participating in that opportunity. (3 points)

Character Limit: 1,500

3. What impact or positive change will this position have on your museum? (5 points)

Character Limit: 4,000

4. How will this position support the museum's community engagement work? (5 points)

Character Limit: 4,000

5. Identify one aspect of your museum's long-term plan with which this position aligns. (3 points)

Character Limit: 3,000

6. Provide one example of how the position will help to achieve this aspect of the long-term plan in the coming year. (5 points)

Character Limit: 4,000

7. What steps will the museum take to make this position sustainable beyond the timelines of this grant? (3 points)

Character Limit: 3,000



Budget Sheet (5 points)

Using the Budget Sheet provided, show anticipated expenditures and revenues from all sources. Indicate if cash contributions are *Confirmed* or *Anticipated* (include both in Total Revenues). Existing wages/salaries may be used toward matching contributions.

Professional Development costs are not covered by the Operational Staffing Grant. If applicants wish to apply for Professional Development costs, they must apply through the Knowledge Development Bursary as an Individual Member.

Donations-in-kind, including volunteer labour, are **NOT** eligible matching contributions for the Operational Staffing Grant category.

For a wage position, please indicate the number of hours to be worked per week.

Matching contributions cannot include grant funding from the Government of Alberta (e.g., Community Initiatives Program).

Explanations for budget items that may be unclear to the jury may be written onto the "Explanation / Comments" portion of the Excel Budget Sheet.

The AMA is a member of the [Alberta Living Wage Network](#) and encourages applicants to the Operational Staffing Grant category to align with the living wage for their municipality / region. Please consult the most recent [Alberta Living Wage Report](#) and ensure that your institution is in alignment with a centre comparable to your community or institution.

The Budget Sheet must include Mandatory Employer Related Costs (MERCs), which includes Employment Insurance, Canada Pension Plan, Workers' Compensation Premiums, Vacation Pay, and Statutory Holiday Pay. Employer provided benefits and pension contributions should be included if applicable.

NOTE: No expenses may be incurred prior to the grant application deadline. This includes the institution's matching contributions.

The AMA's Grants and Bursary categories are founded on the principle of cost sharing between the applicant and the Association. The AMA encourages applicants to seek funding from their communities, other granting agencies, donors, and sponsors.

Attachments

When submitting attachments, please label the file using the format:

ApplicantName_Grant Category_Attachment Name_Application Deadline.

For example: *Museum Name_OSG_Job Description_Oct2025*

JOB DESCRIPTION

Please attach a Job Description that contains the role and responsibilities of the position, the qualifications, experience, and competencies required.

BUDGET SHEET

Please attach the completed Budget Template Excel file.