

The Alberta Museums Association's (AMA) Operational Staffing Grants support museums by providing one-year funding assistance for the wages or salaries of core staff positions. These positions help museums achieve their long-term goals as engaged, inclusive, and thriving institutions at the heart of our communities.

Core staff positions are those that fulfill an ongoing need within the museum. Please see the Institutional Grant category for support of specialized contract and consultants engaged in projects.

Outcomes

- Alberta's museums build capacity and sustainability through access to funding in support of core positions.
- Increase museum sustainability and community engagement to ensure long-term preservation and accessibility of Alberta history and culture.
- Museums thrive in their vital role in community.

Eligibility

Available to institutions that:

1. Are Institutional Members of the AMA in good standing (i.e. dues paid for current year).
2. Hold one of the following designations through the Recognized Museum Program: Recognized Museum Leader, Recognized Museum, Conditionally Recognized Museum, Candidate or Candidate Leader in the Recognized Museum Program.
3. Have no outstanding grant evaluations, or unused grant funds to be returned.

Ceiling

70% of eligible staffing expenses to a maximum of **\$25,000** per grant.

Application Deadline

October 1

Number of Applications

Museums may submit one application in each annual grant run.

Application Process

- Applications and attachments must be submitted using the online form portal, accessible at museums.ab.ca, before 4:30 p.m. on the grant deadline. If the deadline falls on a weekend or statutory holiday, applications must be received by 4:30 p.m. on **the next business day** after the deadline. Late submissions will not be accepted.
- This is an online process only; faxed and hardcopy applications will not be accepted.
- The grant budget must be completed in the downloadable Excel sheet and submitted with the application.
- All fields in the application form must be completed; incomplete applications will not be accepted.
- When submitting attachments, please label the file using the format:
ApplicantName_Grant Category_Attachment Name_Application Deadline.
For example, *MuseumName_OSG_Job Description_Oct2025*
- Attachments should be in PDF, Excel, Word, or JPG format. Note: You may upload up to 25 MG of data per file. If your files are too large, there are many web-based tools available that will allow you to create reduced-size or compressed files.

The complete application process, from application deadline to notification of grant status, may take up to **ten weeks**. The AMA aims to process applications in a timely and efficient manner that adheres to our accountability requirements.

Operational Staffing Grant Areas

The Operational Staffing Grant is designed to be flexible. A museum may request funds for one existing or new core staff position. Funding may be used toward one full or part-time core position that is either year-round or seasonal.

Restrictions

The AMA Operational Staffing Grant Category **does not fund**:

1. Wages or salaries for specialized contracts or consultant fees.
2. Staffing costs that have already been incurred. No expenses, including the Institution's matching contributions, may be incurred prior to the Grant Application deadline.
3. Professional development costs.

Because the staff time of museum personnel funded by an Operational Staffing Grant are already subsidized, they will **NOT** be eligible for expenses or matching funding within subsequent applications to the Institutional Grants Category.

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

Grant Budget

The Budget Sheet must include Mandatory Employer Related Costs (MERCs), which include 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.

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

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.

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

Release of Funds

Successful applicants can receive their funds by cheque or electronic fund transfer. Funds are released shortly after applicants receive email notification of the adjudication results.

The Adjudication Process

Applications are adjudicated by a peer jury of Individual Members of the Alberta Museums Association with knowledge of the museum sector.

Adjudication Procedures / Ranking System

Adjudication is based on a ranking system. All sections of the application narrative are allotted points which the jury uses to score each submission. The jury must reach a consensus when scoring each application.

Ranking System Breakdown

Total Points Available: **35 points**

- Funding will be awarded in order of highest application score until the total amount of funding available has been distributed. Projects scoring 19 points and below will not be eligible for funding.

Jurors review the content of each application and award points based on the following:

Impact of the Position: Points will be awarded for clear, concise responses that identify how the position impacts the museum and the community through engagement and social responsibility work. The impact is also evaluated in relation to the institution's planning documents and its commitment to sustainability.

Budget: Points will be awarded for sound, reasonable, and accurate figures that align with the application narrative and supporting documents.

For further information on ranking system point distribution, contact the Grants Program Lead.

Project Evaluation

Successful applicants **MUST** notify the Alberta Museums Association immediately of any changes throughout the year to the information presented within this application (e.g. individual hired) prior to submitting an evaluation to ensure eligibility for future Operational Staffing Grants.

Successful applicants must submit an evaluation within **fourteen months** of the grant notification status.

The Alberta Museums Association acknowledges that all funds may not be spent by the evaluation deadline and therefore asks that museums report on all funds expended by the time of the evaluation.

Human Resources Tools / Practices

Successful applicants are encouraged to implement human resource tools and practices that support the individual(s) employed by the Operational Staffing Grant.

A job description is required at the time of application.

The following resources contain information that may be useful while developing these tools. Please contact the Alberta Museums Association for further information on these documents or other related resources.

Resources

Employment Standards

Government of Alberta provides a thorough website with information for employers in Alberta

HR Intervals' HR Resources

The HR Intervals provides comprehensive information on all areas of human resource management including job description and human resource policy development.

How to Train Your Summer Staff Manual

Museums Association of Saskatchewan (2018). Functions as both a workbook for trainers and a customized manual for training seasonal employees in museums.

Definitions

Community

Commonly refers to people living in the same physical location. However, a broader interpretation encompasses various forms of association that bond people together, including a common interest, objective, language, profession, religion, tradition, economy, history, or other common experience or trait.¹

Community Engagement

Community Engagement is "people working collaboratively, through inspired action and learning, to create and realize bold visions for their common future." This means working with the people in the museum's communities to identify the important issues that people care about and what role the position can play in making a difference.²

Community Engagement IS:	Community Engagement IS NOT:
Identifying and addressing what the community cares about.	Identifying what the community can do for your organization.
Doing things that really matter, e.g., activities focussed on building better communities.	Token exhibits and programs about or with community groups.
Establishing long-term relationships and partnerships with other community groups.	Occasional stakeholder input meetings or an annual visitor survey.
Working with community groups to plan and offer your programs and activities, and sharing the control, acknowledgement and proceeds.	Continuing to control and run your programs and activities yet expecting other community organizations to participate and donate.
Getting involved in community activities outside of your organization.	Expecting reciprocity for contributions to the community outside of your organization. ³

¹ Crystal Willie, Ed. *Standard Practices Handbook for Museums*, 3rd Edition. (Edmonton: Alberta Museums Association, 2014), 379.

² Ibid., 379.

³ Matelic, Candance Tangorra. "The Transformative Power of Community Engagement". Workshop, Alberta Museums Association, Calgary, AB, August 8, 2013.



Planning

The process of formulating and organizing the details of an activity before it is undertaken. Planning documents are written documents based on the museum's purpose and mission that specify future actions to be undertaken by the museum.⁴

Social Responsibility

The social responsibility of museums to make positive differences in their communities. Social responsibility means that museums will fully engage with the communities they serve to help address identified issues and improve the quality of life of members of those communities.⁵

Confidentiality

The Alberta Museums Association ensures the confidentiality of all personal information collected in an Operational Staffing Grant application.

Getting Help

The Alberta Museums Association's Grants Program Lead will gladly speak with you about your Grant Application. The Grants Program Lead can provide clarification, explanations, and an impartial perspective. We strongly encourage you to contact the Grants Program Lead well in advance of the grant deadline.

Grants Program Lead

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⁴ Crystal Willie, Ed. *Standard Practices Handbook for Museums*, 3rd Edition. (Edmonton: Alberta Museums Association, 2014), 385.

⁵ *Ibid.*, 388.