

INSTITUTIONAL GRANTS

APPLICATION REQUIREMENTS



1. Institutional Profile and Application Narrative

Institutional Profile

The following information is provided to the jury to illustrate the overall capacity of the institution. If applying for a Partnership grant, include Institutional Profiles for all project partners.

- Museum Name
- City / Town / Village
- Governance (Non-profit, Municipally operated / supported, Other)
- Number of paid staff currently (F/T, P/T, Seasonal)
- Annual Operating Budget

Application Narrative

PLEASE NOTE: 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.

A. Project Description and Need

1. What will be done and how? **(6 POINTS)**

Provide:

- A general description of the project and how the outcomes will be accomplished;
- A timeline that identifies the schedule of activities and who is responsible for each activity.

Limit: 400 words (600 words for a Partnership Project).

2. Describe the impact this project will have on your museum and community. **(6 POINTS)**

Describe:

- The project's positive impact within the museum's communities (e.g., heritage, education, or collaboration with other community organizations).
- The project's merit in providing new information, techniques or skills useful to museum workers or custodians of Alberta's heritage.

Limit: 400 words (600 words for a Partnership Project).

3. Discuss the need for this project in connection to your museum's vision, mission, and long term plans. **(7 POINTS)**

Demonstrate how:

- The project need is clearly supported by evidence gathered at the museum (e.g., visitor feedback, staff feedback, community engagement, or strategic planning).
- The project need is clearly connected to the museum's vision and mission statements (quoting the statements makes it easier for the Jury to make this connection).
- The project need is clearly connected to the museum's long-term plans.

Limit: 500 words (750 words for a Partnership Project).

B. Museum Standards and Facets of Sustainability

1. Identify three applicable standards outlined in the Alberta Museums Association's *Standard Practices Handbook for Museums, 3rd Ed* that support this project, including page numbers and discuss how the project is meeting these standards, or will assist your museum to meet these standards. **(9 POINTS)**

Limit: 500 words (600 words for a Partnership Project).

2. Discuss how the project will assist the museum to strengthen its sustainability in one or more of the facets of sustainability as outlined in the *Sustainability Working Group Recommendations Report*. **(5 POINTS)**

Limit: 300 words (400 words for a Partnership Project).

C. Personnel

1. Who will be involved in the project? **(2 POINTS)**

- A complete list of the personnel involved in the project, including the roles of each individual, is provided.

Limit: 100 words (150 words for a Partnership Project).

2. Discuss how the individual(s) involved has, or will acquire, the appropriate knowledge of museum theory and practice in the applicable area(s). For the individual(s) leading the project, attach a résumé if the individual(s) is already in place or a job description if the individual(s) is not yet hired. **(5 POINTS)**

- The narrative outlines the appropriate knowledge of museum theory and practice possessed by, or available to, the project personnel. This may be done by:
 - > Describing the individual(s) previous training and experience;
 - > Describing how the individual(s) will acquire the required knowledge of museum theory and practice; or,
 - > Details the external resources that will be utilized to complete the project.

- A résumé(s) or job description(s) is attached for the individual(s) leading the project.

Limit: 300 words (450 words for a Partnership Project).

D. Evaluation

1. How will you know that the project is successful? (6 POINTS)
 - How will you measure project success (i.e. what evaluation methods will be used, such as visitor comments, written surveys, or focus groups)?
 - What does project success look like (i.e. what will you be looking for)?
 - How will you determine if you were successful?

Limit: 300 words (450 words for a Partnership Project).

2. Budget Sheet (5 POINTS)

Using the Budget Sheet provided, show your anticipated expenditures and revenues from all sources, including cash and in-kind contributions. Indicate if cash contributions are Confirmed or Anticipated (include both in the Revenue Total). Please note that no expenses, including the institution's matching contributions, may be incurred prior to the Grant Application deadline, unless the project is a disaster recovery effort.

Please refer to the Jury Scoring Sheet for adjudication criteria for the Budget Sheet. Provide a written explanation for budget line items that may be unclear to the Jury and submit it as an attachment.

In-kind contributions:

- Claim fair market value for donated materials and supplies
- Claim up to \$15 per hour for general labour*
- Claim up to \$30 per hour for trades or professional services*

PLEASE NOTE: For reporting purposes, applicants must submit personalized time sheets for each volunteer for donated labour in excess of \$800.

The Institutional Grants Category will fund costs for human resources (e.g., contracts and consultants or core museum staff NOT already supported by the Alberta Museums Association Operational Staffing Grant).

The wages / staff time of museum personnel funded by an Operational Staffing Grant are not eligible MATCHING EXPENSES within the Institutional Grants Category.

Institutional grants will fund expenses such as travel, meals, and accommodation related to your project. If travel is involved, applicants should refer to the Alberta Museums Association's current Subsistence and Travel Rates Allowance for meals and the per kilometre rate for car travel.

The Alberta Museums Association's Grants Program is founded on the principle of cost sharing between the applicant and the Association. The Alberta Museums Association encourages applicants to seek funding from their communities, other granting agencies, donors, and sponsors.

Matching funding cannot include grants from other Alberta Lottery- funded programs (e.g., Community Initiatives Program).

3. Attachments

SUPPORTING DOCUMENTATION

Please attach any relevant supporting documentation that will help the Jury when adjudicating your application (e.g., diagrams, illustrations, plans, blueprints, photographs, sample forms, and records).

QUOTES

Supporting documentation is provided for the expenses outlined in the budget sheet.

RESUME

A résumé(s) or job description(s) is attached for the individual(s) leading the project.

Please refer to the Jury Scoring Sheet for adjudication criteria for the Budget Sheet.