Institutional Grants provide financial support to eligible Institutional Members of the Alberta Museums Association. Grants are available to:

- **One** qualifying Institutional Member for a Project Grant; or,
- **Two** or more qualifying Institutional Members for a Partnership Project.
- Institutional Grants are intended to support projects, not ongoing programs.

A project is defined as an activity that has a definite start and end date, specific goals, and a plan for implementation and evaluation.

Goals

- To support projects that move museums toward sustainable practices;
- To encourage museums to undertake projects that contribute to an awareness and application of museum standards (as defined in the Alberta Museums Association's *Standard Practices Handbook for Museums*, 3rd Edition), and for projects that increase knowledge within the broader museum community;
- To encourage museums to undertake projects that contribute to innovative solutions, courageous leadership, and engaged communities;
- To encourage projects that help to protect, preserve, and promote Alberta's heritage; and
- To encourage museums to share resources and increase capacity by forming partnerships within the museum sector and beyond.

Ceiling

- 50% of eligible project costs to a maximum of **$12,000** per Project Grant.
- 50% of eligible project costs to a maximum of **$20,000** per Partnership Project.

Application Deadlines

February 1, September 1

SUBMITTING AN APPLICATION:

- Applications and attachments must be submitted online using the form on the Alberta Museums Association website, 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. In fairness to other applicants, late submissions will not be accepted for any reason, but may be eligible for review in a subsequent Grant Run.
- If you are applying for a Partnership Project, please use the Partnership Application form.
- This is an online application process only; faxed and hardcopy applications will not be accepted.
- All fields in the application form must be completed; incomplete applications will not be accepted.
- Attachments should be in PDF, Excel, Word, or JPG format.

APPLICATION TIMELINE

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

Number of Applications

Museums may submit one application in each of the two annual Grant Runs.

Eligibility

Available to institutions which:

1. Have been designated a Recognized Museum or are a Candidate within the Recognized Museum Program. See the "Recognized Museum Program Eligibility" section for details regarding limited Institutional grants access for Candidates;

2. Are members in good standing (i.e. dues paid for current year);

3. Have no outstanding evaluations or unused grant funds to be returned; and

4. Are open to the public year-round or seasonally for a minimum of 200 hours annually.

Restrictions

The Alberta Museums Association Institutional Grants Category **does not fund**:

1. Capital projects (construction, renovation, or restoration of buildings);

2. Art gallery projects;

3. The conservation, digitization, appraisal, arrangement, and / or description of archival records;

4. The purchase of artifacts or specimens;

5. Hosting an Annual General Meeting;

6. Ongoing operational costs;

7. Design and printing costs of publications (the research portion of a publication and the production of museum brochures are eligible projects); or,

8. Expenses that have already been incurred. No expenses, including the institution's matching contributions may be incurred prior to the Grant Application deadline.*

PLEASE NOTE: Collections on short- or long-term loan to a museum from private individuals and private organizations are, in fact, private collections; the museum does not have legal title (a signed certificate of gift agreement / form) to these objects. Consequently, they are not held in the public trust since owners may retrieve their loaned objects at any time.

Applications submitted for long-term care and management of collections and for treatment conservation projects where the collection is on short- or long-term loan are grant *ineligible* if funding the project could result in private interests benefiting from public funding.

Applications submitted for a phase of a multi-phased project are *eligible* so long each phase of the project achieves different outcomes.

Recognized Museum Program Eligibility

Institutional grants access for Candidates of the Recognized Museum Program is limited to projects that **directly** address the required Evidence required to become a Recognized Museum as outlined within the "Actions Required" sections of the Recognized Museum Program Review Panel Recommendations. Please contact the Grants Program Lead if you require further information about your institution's grant eligibility.

Project Areas

1. Project Grants

Project Grants link museum activities to four areas of the *Standard Practices Handbook for Museums,* 3rd Edition. Applicants must choose one area per project.

I   MUSEUMS AND SOCIETY

In this area, applicants should propose projects that focus on community engagement, sharing knowledge, promoting lifelong learning, developing collaborations and partnerships, and encouraging diversity and professional standards of museum work.

Proposed projects will link to the Museums and Society Unit of the *Standard Practices Handbook for Museums,* 3rd Edition. This Unit addresses how museums gain understanding about, and interact with, their communities in order to become institutions that are relevant, accountable, sustainable, socially responsible, and responsive.

II   GOVERNANCE AND OPERATIONS

In this area, applicants should propose projects that deal with the overall leadership and administration of their museums. For example, a project to support an institution's implementation of the Alberta Museums Association's Competencies for Museum Leadership. Or, applicants may request assistance in developing bylaws, building governance capacity, organizational research, planning or policy development, financial and / or risk management, accessibility, or the development of manuals and computer systems to better manage information.

Proposed projects will link to the Governance and Operations Unit of the *Standard Practices Handbook for Museums,* 3rd Edition. This Unit addresses the overall operation of a museum through two key functions: governance and operations. Governance relates to the museum as a legally constituted organization and defines its governing authority and public trust responsibilities. Operations relates to the daily management of the museum and defines how it works in the present and how it plans for the future.

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*The **exception** to this restriction is: Institutional Grants to assist with disaster recovery expenses not covered by a museum's insurance may be applied for up to eight months following the incident.

III COLLECTIONS

In this area, applicants should propose projects that deal with:

1. Collections Management – the day-to-day activities involved in taking care of collections including planning, records management, care and handling, storage, and loans.

2. Conservation – preventative measures and professional treatments to care for museum objects.

Proposed projects will link to the Collections Management and / or Conservation units of the *Standard Practices Handbook for Museums,* 3rd Edition. These Units focus on collections, objects, and information that define museums and lie at the heart of all activities undertaken by museums.

IV PROGRAMMING

In this area, applicants should propose projects that address how museums build community capacity through research, exhibits, and programs. These projects may also include policy and planning, implementation and evaluation, audience identification, and lifelong learning.

Proposed projects will link to the Research, Programming, and / or Exhibits units of the *Standard Practices Handbook for Museums,* 3rd Edition.

2. Partnership Projects

Two or more qualifying Institutional Members can apply for a shared project based on one of the four Project Areas to maximize resources and build capacity in a common area.

Some examples of Partnership Projects are:

- Undertaking strategic planning to develop new audiences or to better serve existing audiences;

- Developing a school-based education program;

- Assessing museum collections to determine overlap, strategic strengths and weaknesses, policy inconsistencies, or duplication for the purpose of creating a regional story line or a regional collection;

- Undertaking a shared conservation assessment of collections, prioritizing needs, and undertaking conservation treatments; and,

- Developing a shared temporary exhibit.

Why Facets of Sustainability?

In September of 2012, the Alberta Museums Association launched the Sustainability Working Group to develop a series of recommendations to focus on ensuring sustainable practice within Alberta's museums. Six members of the Alberta Museums Association and three preeminent thought-leaders within the sector worked to develop a series of recommendations to focus on ensuring sustainable practice within Alberta's museums for long-term viability, vibrancy, vitality, and future success.

The *Sustainability Working Group Recommendations Report*, a document developed for the Alberta Museums Association in 2013, was the direct result of recommendations made by the Sustainability Working Group. The report outlines the case for sustainability and a number of key characteristics for museums. This includes a description of five facets of museum sustainability[1]:

Cultural: Working to ensure the expression of a society's aesthetic, moral, and spiritual values, of its understanding of the world and of life itself; culture transmits the heritage of the past and creates the heritage of the future.

Health and Well-Being: Refers to the condition or state of being well, contented and satisfied with life … Well-being (and so quality of life) has several components, including physical, mental, social, [intellectual], and spiritual. Well-being and quality of life are also used in a collective sense to describe how well society satisfies people's wants and needs; a shared sense of meaning and purpose is the single attitude most strongly associated with community well-being. The process of arriving at collective meanings is central to the health of a community.

Environmental: Working to ensure the surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, the built environment, and their interrelations are supported successfully for the long-term.

Financial: An organization's capacity to obtain revenues (grants or otherwise) in order to sustain productive processes (projects)… in order to produce results (accomplish the mission, goals or objectives).

Social: Deepening and diversifying relationships, aiming to reflect the diversity of society in all that they do; engaged in socially responsible work that affects real social and environmental change with the potential to create public benefit on a larger scale.

Applicants are required to link their application with one or more of the facets of sustainability outlined in the *Sustainability Working Group Recommendations Report*. See the Application Form for questions provided to assist you in demonstrating this link.

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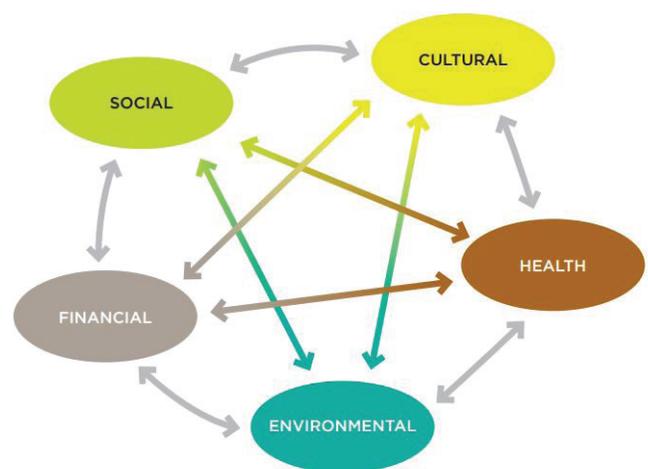
1 Alberta Museums Association, *Sustainability Working Group Recommendations Report*, 2013, accessed March 29, 2015, http://www.museums.ab.ca/media/34750/museumsswg_report_final.pdf p.7

The Jury Process

Applications are adjudicated by a peer Jury, selected from Individual Members of the Alberta Museums Association.

Adjudication Procedures / Ranking System

Adjudication is based on a ranking system. All sections of the application narrative are allotted points, which the Grants Jury uses to score each submission (see application for details). The Jury must reach a consensus when scoring each application.

In acknowledgment of the diversity of projects and funding requested, applications requesting $6,000 or less are adjudicated separately from those requesting more than $6,000. Partnership Projects will also be adjudicated separately based on the unique nature of these applications.

Ranking System Breakdown

Total points available: 51

- Funding will be awarded in order of highest application score until the total amount of funding available has been distributed. Projects scoring 33 points and below will not be eligible for funding.

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

Institutional Profile / Amount of Funding Requested: Jurors are instructed to consider the overall capacity of the institution (through the Institutional Profile) and the amount of funding requested when awarding points.

Work Plan: How the applicant demonstrates an ability to bring the project to a successful completion, including meeting schedules and deadlines.

Impact: How the project will have a positive impact within the museum's communities, and its ability to provide new information, techniques, or skills useful to museum workers and / or custodians of Alberta's heritage.

Need: How the project addresses a demonstrated need within the museum and / or community.

Recognition of Museum Standards and Facets of Sustainability: How the project addresses current museum standards and facets of sustainability. Applicants must link their projects to the Alberta Museums Association's *Standard Practices Handbook for Museums*, 3rd Edition and the *Sustainability Working Group Recommendations Report*.

Project Personnel: How the training / skills / knowledge of project personnel will allow the applicant to successfully complete the project.

Budget: Points will be awarded for sound and reasonable figures with applicable supporting documentation, including quotes when appropriate.

Project Evaluation

Successful applicants must submit a Project Evaluation, which follows the Alberta Museums Association guidelines, within thirteen months of grant status notification for the Project.

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 encourage you to contact the Grants Program Lead well in advance of grant deadlines.

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