

OPERATIONAL STAFFING GRANTS

APPLICATION REQUIREMENTS



1. Complete the Institutional Profile and Write the 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. Description and Impact

1. Attach a job description. (4 POINTS)
 - The job description clearly outlines the responsibilities or duties involved in the position.
 - The job description clearly outlines the qualifications, experience, or competencies required for the position.
2. Explain the impact that this position will have on your institution. (8 POINTS)

The narrative addresses:

- The position(s)' impact on the area of museum operations to which it directly relates (e.g., collections management, programming, or administration).
- The position(s)' impact on overall museum operations.

Limit: 600 words (900 words for a Partnership Project).

3. Explain the impact this position will have on your community. (3 POINTS)

- The narrative describes the positive impact that the position(s) will have in contributing to the museum's communities and how the museum's communities will benefit from the position(s).

Limit: 200 words (300 words for a Partnership Project).

If applying for a Museum Partnership Grant, applicants must include details about the time-share breakdown arranged by the partnering museums and must provide a strong argument for the overall feasibility of the arrangement.

B. Long-term Plans and Facets of Sustainability

1. How will this position fit into your institution's long-term plans? (10 POINTS) Include:

- A description or synopsis of the museum's relevant long-term plans.
- A detailed description of how the position will assist the museum to achieve, or work towards achieving, these plans.

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

2. How will this position 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. Learning Plan / Training

IF APPLYING FOR UP TO \$10,000:

LEARNING PLAN (10 POINTS)

1. From the following list, indicate the professional development opportunities to be undertaken by the individual(s) being employed by this grant. At least ONE opportunity must be indicated and undertaken by each individual supported by the grant prior to the evaluation deadline.

If the grant is in support of two or more positions, indicate which Learning Plan activities will be completed by each individual.

- Alberta Museums Association Conference
- Alberta Museums Association Certificate in Museum Studies course(s) (*please specify*)
- Other Conferences (*please specify*)
- Other Courses / Workshops (*please specify*)
- Leadership Development Opportunity (*please specify*)

Applicant museums are encouraged to undertake opportunities that will enhance the institution's leadership competencies as outlined in the Alberta Museums Association's *Competencies for Museum Leadership*.

PLEASE NOTE: Successful applicants will be asked to provide evidence of these undertakings within the grant evaluation.

2. How will the the professional development opportunity(ies) link to an institutional or individual need(s)? Describe:
 - The institutional or individual need(s) that the indicated opportunity(s) will address.
 - How the professional development will address this need(s).

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

IF APPLYING FOR OVER \$10,000:

LEARNING PLAN (5 POINTS)

1. Complete the Learning Plan outlined above including both Sections 1 and 2.

TRAINING (5 POINTS)

2. Demonstrate that the individual(s) being considered possesses a minimum level of relevant training and experience as outlined within the options below (**Only ONE of the following options is necessary**):
 - A. Currently enrolled in / has completed the Alberta Museums Association's Certificate in Museum Studies Program; **OR**,
 - B. Currently enrolled in / has completed another form of relevant formal learning (e.g., diploma, certificate, degree, or professional designation); **OR**,
 - C. Combination of equivalent qualifications / experience and training.

Limit: 200 words (200 words for a Partnership Project).

PLEASE NOTE: It is incumbent on applicants to demonstrate to the jury the relevance of training / experience to the position in question.

2. Complete the 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 salaries may be used toward matching contribution. Please refer to the Jury Scoring Sheet for adjudication criteria for the Budget Sheet.

PLEASE NOTE: No expenses (including the institution's matching contributions) may be incurred prior to the grant application deadline.

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

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

Provide a written explanation for budget items that may be unclear to the jury and submit as an attachment.

Alberta Museums Association's Grant Categories are 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.

3. Attachments

JOB DESCRIPTION

Please attach a job description that contains all of the requirements requested in question A1.

RESUMÉS

If available, please attach a copy of resumé(s) or relevant aspects of educational and / or employment background for the individual(s) to be employed through an Operational Staffing Grant.