

## **Collections Management Fund Grant Guidelines**

### **About the Collections Management Fund**

Museums Alaska is currently accepting applications for the Collections Management Fund (CMF) program. The program responds to the needs of the Alaska museum community by supporting the unique, professional activities associated with our industry. As such, museums will be invited to propose any initiative that directly relates to their collection. Collections management projects will be welcomed as a foundational aspect of museum practice. Funds will also support other key professional activities that relate to an organization's permanent collections like exhibition fabrication, community consultation, evaluation, museum procedure development, and small equipment purchases.

The Fund is supported through a grant established by Rasmuson Foundation and is administered by Museums Alaska on behalf of the Foundation. All inquiries must be directed to the Museums Alaska Director.

Eligibility is limited to 501(c)(3) nonprofit, government, tribal entities, or equivalent organizations located in the state of Alaska.

### **Application Open and Close Dates:**

#### **1st Cycle**

Open - February 1, 2023

Draft Review Deadline: March 1, 2023

Close - March 17, 2023

#### **2nd Cycle**

Open - September 1, 2023

Draft Review Deadline: September 29, 2023

Close - October 13, 2023

Awards up to \$20,000 (per organization, per year)

Museums Alaska would like to thank Rasmuson Foundation for their support of this grant program. Opportunities for larger projects may be found in Rasmuson Foundation's Tier 1 and Tier 2 grant programs (<https://www.rasmuson.org/grants/>).

### **About Museums Alaska**

Museums Alaska is a statewide professional association that strengthens museums and cultural centers and enhances public understanding of their value through trainings, networking, professional development opportunities, grant programs, and advocacy. Museums Alaska provides services to museums, cultural organizations, and professionals across Alaska. Membership is open to all people interested in preserving and sharing Alaska's heritage.

Museums Alaska currently administers two grant programs funded by the Rasmuson Foundation: The Alaska Art Fund and the Collections Management Fund. Details on these programs and other resources can be found on the Museums Alaska website at [www.museumsalaska.org](http://www.museumsalaska.org).

### **Eligibility & Criteria**

The Collections Management Fund (CMF) is designed to meet museum needs. The program seeks applications from any department for projects and items that relate to collections.

The CMF allows the costs of museum staff time and all reasonable project expenses to be included in funding requests. However, this program does not support institutional overhead.

Applications are accepted from qualified 501(c)(3) nonprofit, government, tribal entities or equivalent organizations that hold collections in the public trust, such as a museum or cultural center. Small, rural-based organizations are encouraged to apply.

Applicants may only apply for one grant per cycle (two grants total per year). Organizations with a funded grant project must complete their project and its final report, before submitting a new application.

Applicants, especially those applying for the first time, are encouraged to discuss their project with the Museums Alaska Director, and to submit a pre-application for peer review. This process will strengthen the application and increase the likelihood of funding.

Individuals, for-profit, and 501(c)(4) or (c)(6) organizations and non-Alaska-based organizations are not eligible for grant funding.

Ineligible projects include:

- Reimbursement of pre-award costs
- Construction
- Pass-throughs, re-granting, or other financial assistance to nonprofits
- Fundraising projects

Applicants should be aware that many of Museums Alaska's board of directors work in the museum field. Members of the board have a duty to disclose any possible conflict of interest. It is the applicant's responsibility to be familiar with the current Museums Alaska board of directors and contact the Program Administrator if a conflict of interest may exist. A current list of the Museums Alaska board of directors can be found on our website ([www.museumsalaska.org](http://www.museumsalaska.org)).

Projects in need of large equipment should explore [Rasmuson Foundation's Tier 1 and Tier 2 grant programs](#).

If you wish to fund leadership development, organizational development, program development, collaboration and community engagement, and evaluation of organization effectiveness, please apply to Rasmuson Foundation's [Strengthening Organizations Fund](#) managed by the Alaska Community Foundation.

A single application for may incorporate activities in one of the following categories:

### **Collections Care Projects**

Applicants may request funds for general collections management needs and specific projects. These projects can include requests for the supplies, equipment, and temporary staff needed to support inventory, labeling, rehousing, digitization, conservation, data management, or security projects, or any other work that directly improves the care of museum objects.

Shipping costs for supplies and equipment are eligible grant expenses. Applicants should take advantage of the discounts offered to Museums Alaska members through Gaylord. Supplies for emergency conservation projects will be given priority.

### **Training**

Applicants may request support for collections-related training of museum staff and community participants like tuition and workshop fees, costs for providing a local training event, and travel, lodging, and food expenses for experts and consultants.

Projects with an emphasis on training staff or community members who can then pass on knowledge (i.e., "train the trainers") are encouraged.

### **Professional Services**

Applicants may request support to hire collections-related consultants, including conservators, collections care experts, exhibit and graphics designers, coders, web technicians, fabricators, carpenters, electricians, etc. who can provide expertise or services beyond the capacity of staff.

Eligible expenses for contractors are limited to short-term projects, and local hiring is encouraged where appropriate. When hiring an expert from outside Alaska, institutions are encouraged to share expert services among communities. Museums Alaska reserves the right to group like requests into a coordinated tour by a visiting professional.

Projects that are collaborative or cooperative in nature, that benefit multiple Alaskan collecting organizations, are encouraged but not required. Emergency conservation projects will be given priority (following a natural disaster, for example).

### **Exhibitions**

Applicants may request support for exhibition development expenses like research, planning, design, fabrication, display furniture, collections conservation, installation, and evaluation.

### **Programming**

Applicants may request support for public programming expenses related to collections like planning, honorariums, space rental, advertising, small equipment, and supplies.

Fundraising events are not eligible for funding.

### **Digital Projects**

Applicants may request support for digital project expenses related to collections, like website design and development, app design and development, collections database software and management, video production, audio production, and online programming and exhibits.

### **Small Equipment Purchases**

Applicants may request support for the purchase of small equipment that is essential to a short- or long-term collections project.

If you are applying to fund: furnishings, appliances, vehicles, technology upgrades, building construction and renovation, medical equipment, sports equipment, scientific equipment, musical instruments, library collections (books and a/v), etc., please first apply for a [Rasmuson Foundation Tier I grant](#).

### **Emergency Collections Care Projects**

The Collections Management Fund prioritizes emergency collections care projects. Emergency conservation projects are given priority during normal grant cycles. If an emergency occurs in between cycles, applicants must contact the Museums Alaska Director to discuss their emergency application. Applications must meet the definition of “emergency collections care project” presented below, in addition to the Collections Management Fund guidelines. If funding is available, applicants will be given access to an online emergency application form. After an application is submitted, the Program Administrator will convene an emergency panel of reviewers. Applicants will typically receive a decision on their application within two weeks.

For the purposes of this fund, “emergency collections care project” is defined as meeting both of the below criteria:

- Collections need immediate attention, and time is a factor in the protection of the collection; AND
- Collections are directly impacted by one of the following emergencies:
  - Federally declared disasters: <https://www.fema.gov/disasters>
  - Earthquake
  - Explosion

- o Fire
- o Hazardous spill
- o Mold or mildew
- o Nuclear disaster
- o Pests
- o Power loss
- o Storm
- o Structural failure
- o Utilities failure
- o Volcanic eruption
- o Water or flooding

### **Project Schedule**

All grant-supported projects must be completed within two years of receipt of grant funds. Applicants should provide a clear schedule for completing their project within this time frame. Grant amounts of up to \$20,000 will be awarded.

### **Supporting Materials**

Price quotes, estimates, and bids for contracted services and/or significant purchases are highly recommended. Supporting materials also encouraged:

- letters of commitment
- recruitment announcements for short-term hires
- temporary position descriptions
- letters of support

### **Application Review/Evaluation**

Applications will be evaluated by a committee of volunteers from Museums Alaska's membership. Volunteers will be selected by the Museums Alaska Director from a list of candidates generated at the Museums Alaska annual meeting and through membership forms. To the extent possible, reviewers will not come from institutions that have submitted an application in a given grant cycle, or will recuse themselves as needed to prevent conflicts of interest.

Reviewers may serve up to three years. One to three reviewers will rotate off the committee each year and be replaced by one to three new reviewers. After a one-year hiatus, a former reviewer may volunteer to serve on the committee again. Alternate reviewers may be appointed by the Program Administrator if needed to complete a grant review.

Applications will be forwarded to the review committee by the Museums Alaska Director only if they are:

1. From an organization eligible to apply for funding.
2. Complete – all required information and attachments are present. An incomplete application from an eligible organization will be returned to the applicant.

3. The project is an eligible activity under the grant guidelines outlined herein.

Applications will be evaluated based on the extent to which:

1. The proposal clearly states the organization's need for museum collections funds;
2. The project is well-designed with clear and realistic goals and a schedule for completion;
3. The application describes how the proposed project will enhance the applicant's ability to deliver programs or services;
4. The funding requested is appropriate for the activities proposed;
5. The proposed budget is adequately justified and supported by budget narrative;
6. The project will have benefits that last beyond the grant term.

Every applicant will be sent an official notice of the award decisions. If a grant has been approved, a Grant Agreement and associated materials are sent. The Grant Agreement sets forth the terms and conditions of the grant. A signature obligates the grant recipient to conduct the project as described in the proposal and to accept the conditions outlined in the Agreement and these Guidelines. With the receipt of the signed agreement, the grant is "activated."

If significant changes need to be made to a project's grant budget and/or program plans, please contact the Museums Alaska Director to discuss prior to making changes.

### **Requirements and Reporting**

Grantees will be required to submit a signed grant agreement prior to the disbursement of funds. A final report will be submitted to Museums Alaska within 30 days of the project end date. A new grant will not be awarded until the prior grant is closed out by submitting a final report.

**If the report is not submitted within 30 days of the project end date, the grantee will have to skip the grant cycle that occurs immediately after they do submit their report before they can submit a new grant application.**

Museums Alaska reserves the right to require return of funds if it deems that the grantee has not complied with the terms of the grant agreement for use of CMF grant funds, or to comply with any law or regulation affecting the grantee, grant, or Museums Alaska.

### **Acknowledgements**

A museum receiving an award must acknowledge the support of Rasmuson Foundation in its records, in any printed or electronic information materials (catalogs, flyers, websites, etc.) produced to record or promote the project, and in any press release to the museum's local news media announcing the project. **Note:** It is not necessary to issue a press release for every project.

Public acknowledgement of the support of Rasmuson Foundation should be expressed in the following standard format: "Project made possible with the support of the Rasmuson

Foundation.” **Note:** The assistance of Museums Alaska must be acknowledged in press releases.

### **Proposals**

The link to the online application form is located on Museums Alaska’s website:

[www.museumsalaska.org](http://www.museumsalaska.org). **Applications and final grant reports must be filled out and submitted electronically.**

### **Questions?**

Examples of successful applications can be found on our website at [www.museumsalaska.org](http://www.museumsalaska.org).

Please direct all inquiries to:

Executive Director

Museums Alaska

[director@museumsalaska.org](mailto:director@museumsalaska.org)

907-371-4348