



Alaska Art Fund Grant Guidelines

The purpose of the Alaska Art Fund (AAF) is to encourage museums and cultural centers in Alaska to collect and/or commission the work of living Alaska artists.

The AAF 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 Director of Museums Alaska who acts as the fund administrator.

Eligibility is limited to 501(c)(3) nonprofit, government, tribal entities, or equivalent organizations located in the State of Alaska. Applicants must be active organizational members of Museums Alaska.

Application Open and Close Dates:

1st Cycle

Open - Monday, February 5, 2024

Draft Review Deadline: Tuesday, February 27, 2024

Close - Thursday, March 7, 2024

There will be a rolling deadline between the two deadlines to allow organizations to purchase art on an emergency or time-sensitive basis. If there is a reason that the art you wish to purchase needs to be bought before the next grant cycle, you may apply to the rolling deadline. **Please contact the Museums Alaska director before you apply to the rolling deadline.**

During the rolling deadline, applications will be reviewed as received and every effort will be made to make a decision made within two weeks of submission. The rolling deadline will open May 1, 2024 and close on August 1, 2024.

2nd Cycle

Open - Monday, September 9, 2024

Draft Review Deadline: Tuesday, October 1, 2024

Close - Thursday, October 10, 2024

Awards up to \$35,000 (per organization, per year).

No more than \$35,000 will be allocated to a single museum in the program year. The artwork to be purchased should be guided by the (1) institution's formally adopted collection policy, (2) exhibitions/programs plan, and (3) capacity for maintaining and sharing the art in keeping with accepted museum standards.

Museums Alaska thanks Rasmuson Foundation for their support of this grant program.

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 program and the Collections Management Fund. Details on these programs and other resources can be found on the Museums Alaska website at www.museumsalaska.org.

Eligibility & Criteria

1. Applications are accepted from qualified nonprofit, government, tribal entities or equivalent organizations that hold collections in the public trust, such as a museum or cultural center. An institution's qualified auxiliary or support group may act as the agent for purchasing if it is impossible for a museum to do so directly.
2. A museum must be qualified under Section 501(c)(3) of the IRS Code of 1986, and classified as (1) a public charity under Section 509(a) of the IRS Code or, (2) as a unit of government, in selected cases.
- 3. All applicants must be active organizational members of Museums Alaska.**
4. A museum must be able to professionally store and/or care for all works purchased.
5. To be eligible, a museum must submit a plan for publicly sharing any works purchased through this program. This plan should indicate when and how works will be displayed, shown online, incorporated into educational programming, museum publications, etc. **Note:** Rasmuson Foundation, members of the Museums Alaska board of directors, or the Museums Alaska Director will have the opportunity to schedule a visit and see the artwork.
6. The Alaska Art Fund does not fund overhead or indirect costs, including staff time, insurance, conservation, security, transportation, or travel.

Other Rasmuson Foundation Grants

An institution currently utilizing a grant from Rasmuson Foundation (either Tier 1 or Tier 2, for example) may also apply for support through the Alaska Art Fund. An institution that has not completed the requirements for an outstanding grant from Rasmuson Foundation, however, will not be eligible for the Alaska Art Fund until all outstanding obligations to the Foundation have been satisfied.

Selection Criteria

These are stipulations in addition to whatever selection criteria and process the

individual museum uses in its normal acquisition process.

1. Artwork must meet the mission of the museum and the specific goals and criteria stipulated in the applicant's formally adopted collections policy. The program strongly encourages applicants to tie their purchasing goals very closely to the institution's educational activities.
2. Artwork must be by a living Alaska artist currently residing in Alaska. In exceptional cases, artwork by a deceased artist (within 1 year of death) may be considered. If the artist is deceased, please contact the Museums Alaska Director to discuss the application.
3. Applicants may commission works, as outlined below. Additional documentation may be required for art commissions.
4. Only visual art will be considered.
5. Visual artwork may be in any medium.
6. Artwork may include outdoor installations. Installation costs will not be covered.
7. Replicas of artifacts or copies of original works will not be funded.
8. All purchases must comply with the Indian Arts and Crafts Act of 1990 (PL 101-644), which makes it unlawful to display for sale or to sell any product in a manner that falsely suggests it is Indian produced, an Indian product of a particular Indian tribe or Indian arts and craft organization. The law further provides that the term "Indian" means any individual who is a member of a federally or state recognized Indian Tribe or is certified as an Indian artisan by an Indian Tribe. The law does not restrict non-Indians from producing or selling such objects, but it must be disclosed to the public/consumer that the piece was made by a non-Indian. See <http://www.iacb.doi.gov/act.html> for full details.
9. The museum may not purchase artwork for its collections from members of its current board of directors or staff; or from artists related to the staff, or those who serve on the board of directors of Museums Alaska. If the museum seeks to purchase artwork from an artist related to its board members, or from an artist who is a volunteer of the museum, please see the below information.
 - a. If the museum is seeking to purchase artwork from a museum volunteer, the museum is required to have an acquisition process that includes community members (which is best practice) to mitigate conflict of interest in the selection process. The museum must explain in the narrative how they ensured these relationships did not influence the museum's decision.
 - b. If the museum is seeking to purchase artwork from an artist immediately related to museum board members, the museum must have a process where-in the board members related to the artist are not involved in the decision to purchase the artwork. The museum must explain in the narrative how they ensured these relationships did not influence the museum's decision. They must also attach their conflict of interest policy.

Applicants must give assurance that the artwork to be purchased conforms to current federal and state laws regulating the collection, use, and sale of protected species, archaeological materials, and/or paleontological materials. For more information, see: <http://www.nps.gov/akso/akarc/> and <http://www.fs.fed.us/geology/PaleoResourcePres.pdf> or the Alaska State Council on the Arts website: www.eed.state.ak.us/aksca/pdf/customs_guide_to_ak_native_arts.pdf

Purchasing the artwork

1. Artwork must be purchased directly from the artist whenever possible.
2. Artwork may be purchased through the gallery or museum where the artwork is currently shown.
3. Pricing of artwork must be consistent with fair market value. Applicants should discuss and justify the pricing of the works they seek to purchase.
Please speak to the artist about how they price their artwork.
4. You may apply for the full price of the artwork. If the full price of the artwork exceeds the allotted amount (\$35,000 per institution per year), you must provide a detailed fundraising plan and demonstrate that additional funds are secured or in reserves.
5. Once the applicant museum has received a letter of approval for the purchase of a work of art and a payment for this work from Museums Alaska, the museum may proceed with the purchase. Upon completion of the purchase, the museum will become the sole owner of the artwork and will accession the piece in accordance with its approved procedures. Loans and use of images of the artwork (in any format) will be in accordance with the museum's established policies.

Application Review/Evaluation

Applications will be reviewed by a committee of volunteers composed of museum professionals in Alaska. Reviewers will recuse themselves when they have a conflict of interest with an application.

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 artworks requested for purchase meets the program guidelines outlined herein.

Applications will be reviewed by the committee based on the extent to which:

1. The narrative clearly states how the proposed purchase conforms to the mission of the institution and meets collection and education goals of the institution;
2. The narrative clearly explains the artistic merit of the artwork;
3. The narrative clearly explains how the artwork will be shared with the public through display, publication, promotion, etc.;
4. The narrative clearly states how the artwork will be displayed or stored, and cared for, and;
5. The narrative clearly explains how the price of the artwork was determined.

Requirements & Reporting

Artworks must be purchased within six months of an award, unless the work is commissioned.

For commissioned works, the artwork should be completed within a year of the award. If your proposed artwork will take longer, please contact the Museums Alaska Director for approval before applying.

Grantees must submit reports to the Museums Alaska Director within 30 days of purchase. **If reports are not submitted within 30 days of purchase, the grantee will have to skip the grant cycle that occurs immediately after they do submit their reports before they can submit a new grant application.** The report will contain the following:

1. Particulars of the sale (date of purchase, price, name of artist, location of artist, title of artwork, dimensions of artwork).
2. Indication of artwork loan availability to other museums or Rasmuson Foundation.
3. A digital image of the item.
4. The organization's permission (or not) for Rasmuson Foundation to include the artwork in their online database. Please include image use authorization form if your organization is granting permission for the artwork to appear on the online database.
5. Copy of the bill of sale.
6. Copy of registrar's entry into the collection or copy of display label, indicating size, medium, etc.
7. Copies of publicity about the purchase (news releases, newsletter stories, etc.).

Commissioned Works Requirements

In addition to meeting all other eligibility criteria outlined in the Alaska Art Fund Guidelines, applicants wishing to purchase commissioned work must do the following:

1. Contact the Program Administrator to discuss your application if your commission will take longer than one year after the award to complete.
2. Remember to explain the following in your narrative:
 1. A justification for the need to purchase the work on commission, rather than as a completed work.
 2. An explanation and/or certification of additional secured funding, if the artwork purchase price exceeds the amount being applied for.
3. Outdoor art commissions must also include:
 1. A timeline of the artwork creation and installation.
 2. A conservation plan that includes funding the artwork's care in the long-term.
 3. The agreement with the land/building owner if the artwork will not be located on property owned by your organization.

Loans

The museum lends the artwork in accordance with its normal lending policies.

A special condition of the Alaska Art Fund program requires the recipient institution to work with Rasmuson Foundation to lend its purchased artwork for display in Foundation office's public spaces. The Foundation normally requests loan periods for 12-18 months. This loan agreement must be made between the institution and Rasmuson Foundation. The Foundation recognizes the need for the greatest flexibility in negotiating loans (regarding timing, security, exhibit conditions, etc.).

The Foundation is responsible for the normal expenses associated with borrowing artwork from a permanent collection, in accordance with the lending policies of the museum (e.g., crating, shipping to and from the lending institution, insurance, installation expenses, and insurance).

The Foundation reserves the right to choose not to borrow any artwork purchased through the Program.

Image Use Authorization (sample provided)

This is requested by Rasmuson Foundation to provide explicit authorization by the museum for the utilization of representative images of artwork purchased through this program. Rasmuson Foundation seeks permission to use such images to promote the artist and participating museums; to raise awareness of the Foundation's work and the funds available for grants; and to highlight the depth of creative talent that exists in Alaska.

Images or artwork may include digital documentation such as photos, videos, audio files, etc. Artist attribution will be supplied in all uses of the Work.

Images may be featured in press releases, on the Foundation's website, in Foundation social media sites, or in Foundation publications. Granting permission to

use images for promotional purposes is not a requirement for receiving a grant from Rasmuson Foundation. No remuneration will be provided for this promotional use.

The authorization form shall affirmatively represent that the images of representative work is your organization's legal property to distribute and you are granting Rasmuson Foundation permission to use these images for publicity use only.

Acknowledgements

The museum that purchases a work of art through the Alaska Art Fund must acknowledge the support of Rasmuson Foundation (1) in its records, (2) on a label accompanying the artwork when displayed, (3) in any printed or electronic information materials (catalogs, flyers, websites, etc.) produced to record or promote the purchase, and (4) in any press releases to the museum's local news media announcing the purchase. **Note:** It is not necessary to issue a press release every time a work is purchased.

Public acknowledgement of the support of Rasmuson Foundation should be expressed in the following standard format: **"The purchase of this artwork was made possible through a partnership between the Rasmuson Foundation and Museums Alaska."**

Ownership & Copyright

The ownership of copyright to works of art may be a separate issue for artists. Should a museum wish to own the copyright to the purchased artwork, the institution should make the appropriate agreements with the artist. The cost of copyright may be included in the overall price of the artwork.

Copyright as it Relates to the Alaska Art Fund

Museums Alaska requires a photograph of each piece of artwork in the application process. This photo is used to help the review panel better understand the application.

Museums Alaska asks that the organization indicate in the application whether this image can be used in press releases, on our website, or in emails or social media if your organization is awarded a grant.

Rasmuson Foundation requests that museums fill out and sign their Image Use Authorization Form after purchase (found at <https://museumsalaska.org/Alaska-Art-Fund>). The intention of this document is to allow Rasmuson Foundation to share and reproduce images of works that have been purchased through the program and to promote the grant program and does not turn over copyright to the Foundation. Museums are encouraged to read the document in full and are not required to sign the document. Signing the document does not impact the ability for a museum to receive grant funding to purchase artwork.

Other Helpful Information for Museums and Artists on Copyright

Some museums may wish to draft a purchase agreement with the artist, to outline the transfer of the artwork to the museum and any rights that go along with that transaction. Museums Alaska recommends that museums discuss with the artist what they would like to have the legal right to do with the artwork. Museums Alaska encourages both museums and artists to become knowledgeable about copyright.

Typically, copyright for any and all reproduction of purchased artwork remains with the artist, but it is customary for museums to ask artists for permission through a non-exclusive license to make reproductions of their work for non-commercial, educational, and interpretive purposes. Permission to reproduce the work in any other form, for any commercial use, may be sought in the future and negotiated with the artist on a case-by-case basis.

Sample Purchase Agreement Language

“The Artist unconditionally and in perpetuity shares non-exclusive license of the aforementioned work to the Museum. The Artist allows the Museum world-wide, royalty-free right to reproduce images of the works for non-commercial, educational, and interpretive purposes.”

Further Guidance

Please note that Museums Alaska cannot give legal advice. Museums should contact an intellectual property attorney if they have any further questions or concerns.

Proposals

The link to the online application form is located on Museums Alaska’s website: www.museumsalaska.org. **Applications must be filled out and submitted electronically.**

Questions?

Examples of successful applications can be found on our website at www.museumsalaska.org. Please direct all inquiries to:

Dixie Clough
Director, Museums Alaska
director@museumsalaska.org