



MARYLAND HISTORICAL TRUST MUSEUM ADVANCEMENT GRANT PROGRAM

FISCAL YEAR 2010

MUSEUM ENHANCEMENT GRANT APPLICATION

DEADLINE

December 12, 2008 – Intention to Apply Due
March 27, 2009 – Completed Application Due (post-marked)

Maryland Department of Planning
Richard Eberhart Hall, Secretary
Matt Power, Deputy Secretary
www.mdp.state.md.us
www.MarylandHistoricalTrust.net

Maryland Historical Trust
100 Community Place
Crownsville, MD 21032
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Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor

Museum Enhancement Grants

There are four separate documents on the MHT website (www.marylandhistoricaltrust.net) that you need in order to complete the FY2010 Museum Advancement Grant Application. These documents are:

- 1. The Museum Advancement Grant Application Guidelines and Instructions**
- 2. Museum Enhancement Grant Application, including excel worksheets and budget**
- 3. The MHT FY 2010 Intention to Apply form**

The MHT FY2010 Museum Advancement Intention to Apply, Grant Application Guidelines and Instructions and the Enhancement Challenge Grant forms must be downloaded separately from the MHT website www.marylandhistoricaltrust.net under "forms and documents." Please read the items below as they refer specifically to the electronic Museum Advancement Grant Applications.

The applications are a Microsoft Word form document. Please download it from the MHT website and save it to your computer using a different file name. All items on the electronic application that require a response from the applicant are represented by gray squares or brackets. If you do not see gray squares or brackets in your document, you may have to turn on "Bookmarks." Do this by going to the "Tools" menu, clicking on "Options," and then clicking on the "View" tab. Select the "Bookmarks" check box. The gray squares or brackets should now appear in the form section of the application.

Clicking on a gray square or bracket will enable you to insert a response to a question. The text areas are expandable. As you type, the text areas will expand to allow text to run beyond the visible space. When typing, please keep in mind that each section **must not exceed the maximum number of pages stated in the application.**

This document may be filled-in on a computer, but you must submit to the Maryland Historical Trust a printed application, with original signature and attachments, and seventeen copies of the application by the deadline of March 27, 2009.

Your application will NOT be accepted as complete if it is faxed or emailed to our office. Sending in the electronic application ahead of the hard copy will not secure your place in our review process. If your entire application package is not submitted with a postmark on or before March 27, 2009, your project will not be reviewed.

Maryland Cultural Data Project (Maryland CDP)

This year marks the second year that MHT is engaging in a partnership with the Maryland Cultural Data Project (Maryland CDP). The Maryland CDP is a state-wide, collaborative effort of public and private funders throughout Maryland and consists of an online system for collecting and standardizing historical financial and organizational data. MHT, along with other funders in Maryland, now requires applicants to complete a Cultural Data Profile through the Maryland CDP Web site (<http://www.mdulturaldata.org>). Applicants will fill out the Cultural Data Profile once each year and use that data as part of their application to all participating funders throughout the state.

The Maryland CDP will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in Maryland, enabling organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their organizational capacity.

If you have any questions, please contact Mary Alexander at 410-514-7622or malexander@mdp.state.md.us

Enhancement Grant Cover Sheet

Museum Applicant Information

Name

Contact

Email

Telephone

Brief description of museum activities to be supported:

Annual operating budget based on MdCDP submission:

Estimated MHT funding:

**Cultural Data Project MHT Funder Profile must accompany this application.

SAMPLE

PART I – MUSEUM INFORMATION

1. Applicant Information

Applicant Organization Name _____

Mailing Address _____

City _____

State _____

Zip Code _____

2. Museum Contact Person Information

Contact Person Name _____

Contact Person Title _____

Mailing Address (if different than above) _____

City _____

State _____

Zip Code _____

Contact Daytime Telephone Number _____

Contact E-mail Address _____

Is your museum a designated NPS
Bay Gateway Site?

Yes

No

Is your Museum located in a Maryland
Certified Heritage Area?

Yes

No

If yes, name of Heritage Area: _____

3. Historical Collections

A. Number of Buildings: _____

B. Number of Three Dimensional Objects: _____

(e.g. thimbles, clocks, carriages, specimens) _____

C. Number of Books/Manuscripts: _____

D. Number of Photographs: _____

E. Number of Oral History Audio/Visual Recordings: _____

F. Other (explain): _____

4. Assessment Status

A. Institutional Assessment (MAP I)*

Completion Date: _____

Scheduled Date: _____

B. Collections Management Assessment (MAP II)*

Completion Date: _____

Scheduled Date: _____

C. Public Dimension Assessment (MAP III)*

Completion Date: _____

Scheduled Date:	_____
D. Governance Assessment (MAP IV)*	_____
Completion Date:	_____
Scheduled Date:	_____
E. CAP (Conservation Assessment)	_____
Completion Date:	_____
Scheduled Date:	_____
F. American Association of Museums Accreditation	_____
Award Date:	_____
Scheduled Date:	_____

* American Association of Museums Program

5. Museum Memberships

- The museum belongs to: (check all that apply)
- American Association of Museums (AAM)
 - American Association for State and Local History (AASLH)
 - Small Museums Association (SMA)
 - Maryland Association of History Museums (MAHM)

Eligibility

A nonprofit organization or a local government may apply for a grant from the Museum Advancement Grant Program for the benefit of a museum if the organization or local government and the museum meet the following eligibility requirements. To be eligible answers to all applicable questions MUST be "yes." **IF YOU ANSWER "NO" TO ANY OF THE QUESTIONS, YOU WILL NOT BE ELIGIBLE FOR FUNDING.**

A. For Nonprofit Organizations Applicants Only:

1. Is the applicant a nonprofit organization (i.e., a corporation, foundation, or other legal entity, no part of the net earnings of which inures to the benefit of any private shareholder or individual holding an interest in the entity)? Yes
2. Has the applicant organization or the benefiting museum applied for recognition as a tax-exempt entity under Section 501 of the Federal Internal Revenue Code? Yes
3. Is the organization in good standing, qualified to do business in Maryland, and with the legal capacity and necessary authority to incur the obligations of a grant from the Program? Yes
4. Has the museum been in existence as a non-profit institution organized and operated on a nonprofit basis and open to the public for at least three (3) years prior to the date of this application? Yes

B. For Local Government Applicants Only:

- Has the museum that will benefit from the grant been in existence as an agency or instrumentality of the local government and open to the public for at least three (3) years prior to the date of this application? Yes

C. For all Museum Applicants:

1. Is the museum that will benefit from the grant organized for essentially educational or preservation purposes? Yes
2. Does the museum own or utilize tangible, inanimate objects? Yes
3. Is the museum organized for the care of those objects? Yes
4. Does the museum exhibit tangible, inanimate objects to the on a regular schedule? Yes

5. Does the museum interpret the State's cultural heritage or the State's history, natural history, or history of science and technology? Yes
6. The museum WILL NOT receive operating support from the Maryland Arts Council concurrently with this grant. Yes
7. The museum is NOT operated by the State of Maryland. Yes
8. The museum is NOT operated in whole or in part by a department or agency of the federal government. Yes
9. The museum is located in Maryland. Yes

Museum Enhancement Grants

These grants are available to Maryland's flagship museums to support their on-going activities that serve the needs of both out-of-state visitors and citizens. Grant awards are based on the level and significance of the institution's commitment to serve the public and to conduct its practices to the highest professional standards.

To be eligible for Enhancement Grants institutions must meet the following criteria:

1. At least one paid staff member (1 FTE okay) (Cultural Data Project Profile)
2. Current board approved Long Range Plan (to be enclosed with application)
3. Fifty percent non-state financial support (Cultural Date Project Profile)
4. Participant in assessment program from professional organization (Application)

Award may be up to 5% of annual operating expenses (per CDP for most recently completed fiscal year (depreciation and capital expenditures excluded)).

Funding will support museum activities including:

- Research related to collections, exhibits, or other educational activities;
- Care, conservation, documentation, and interpretation of collections;
- Planning, design, and construction of exhibits and displays;
- Design and implementation of educational programs and activities;
- Development of master plans for the museum, including activities required to achieve accreditation by the American Association of Museums or other pertinent entity that provides museum accreditation; Construction of minor structural modifications;
- Development of plans and specifications and provision of architectural, engineering, or other special services directly related to the construction or rehabilitation of museum facilities

PART II – APPLICATION NARRATIVE

Include a copy of your Mission Statement with application materials.

WARNING: The FY2010 application differs dramatically from those in the past. The excel worksheets are designed to allow the Review Panel to understand how funds will be used to support your operations and programs. Feel free to call with your questions.

Using the excel worksheets (1-4) record the museum activities for which you are seeking support. Complete the worksheets indicating activities and projected costs. The right hand column on each worksheet will total your costs automatically. These totals will also be compiled on the budget form, there is no need to re-enter these amounts. There is no separate budget form as there has been in the past.

You may seek support for more than one category of museum activity. For example, you might ask for assistance with collections management and for creating or sustaining education programs for school students. The narrative must reflect your order of priority for support.

Collections example:

	Activity	Time	Assignment	Equipment & Supplies	Outcome	MHT funding requested
A. Research	1. 4 xxx county quilts 2. Travel expenses 3. Consultation	1. 80 hours 2. Volunteer hours	1. Mary Sue @ \$15 2. Volunteers 3. Rate of pay X hours 4. Consultant fees \$500	1. 4 books (\$75)	1. 4 quilts documented 2. Library visits	\$1775
B. Collections Management	1. 4 xxx county quilts 2. Objects acquired 3. Objects accessioned 4. Objects de-accessioned 5. Objects inventoried 6. Objects catalogued 7. Computer records created 8. 4 computer records updates	1. Staff hours 2. 8 Volunteer hours*	1. Staff 2. John T. @\$19.51 3. Rate of pay X hours	1. Research materials 2. Computer 3. Computer programs	1. 4 quilts evaluated 2. Objects acquired 3. Objects accessioned 4. Objects de-accessioned 5. Objects inventoried 6. Objects catalogued 7. Computer records created 8. 4 Computer records updated	n/a

*Volunteer hours are recorded to show institutional commitment to collections management, not as part of the grant request. Indicating volunteer support, especially for smaller museums, will aid the Review Panel in its review. If staff had been involved in this effort, their hours also would be recorded in section B.

Application narrative is limited to 5 pages in 12 point font with one inch margins.

Your narrative should expand on the details of the worksheets, elaborating on your institutional needs, activity benchmarks, and outcomes.

Enhancement Grants will be rated on a 100 point scale. Points will be awarded based on criteria on last page.

Collections

Describe the scope of collections, their significance and the need for the activities planned for their care.

Research activities

Collections Management, including computerization of collections records

Conservation

Explain the outcomes for these activities, for example objects evaluated, accessioned, catalogued and conserved.

If consultants are described, identify the areas of expertise required

Education

Outline how funds will support institutional public programs that reflect the museum's mission and commitment to audiences, current and potential.

Research activities

Planning for school and adult programs, special events

Programming: school and adult programs, special events; marketing

Evaluation

If consultants are described, identify the areas of expertise required

Exhibitions

Describe how funds will be used to develop exhibitions, either temporary or permanent. Note that support is available for exhibit planning. Describe how the exhibitions reflect institutional mission.

Research activities

Planning for exhibitions

Design

Exhibit construction

Evaluation

If consultants are described, identify the areas of expertise required

Assessment(s)

Funds may be requested to participate in outside assessments offered by appropriate professional organizations.

Planning

Professional review

If consultants are described, identify the areas of expertise required

Enhancement funds may NOT be used for:

- Support for capital improvements or endowments
- Purchases of permanent collections
- Activities for the exclusive benefit of an organization's members or donors
- Support for political candidates, political parties, or political campaigns or referenda
- Prizes and awards

Assurance of Compliance

All grant recipients are required to comply with the Maryland Historical and Cultural Museums Assistance Program regulations (COMAR 05.08.04). These regulations require the applicant to comply with all applicable statutes, ordinances, executive orders, regulations, and other laws, including: (1) Titles VI and VII of the Civil Rights Act of 1964, as amended; (2) Title VIII of the Civil Rights Act of 1968, as amended; (3) The Americans with Disabilities Act of 1990, as amended; (4) Article 49B of the Annotated Code of Maryland; (5) The Governor's Code of Fair Practices, as amended; (6) The Maryland Accessibility Code, COMAR 05.02.02; and (7) Executive Order 01.01.1989.18 relating to Drug and Alcohol Free Workplaces.

Signing this form indicates your commitment to comply with the laws referred to above should you receive a grant.

Signatory's Initials: _____

Confidentiality Waiver

The Trust intends to make available to the public certain information regarding applications submitted under the Museum Assistance Program. The information available to the public will include the information in this application, as supplemented or amended. This information may be deemed confidential under Maryland's Access to Public Records Act. *Therefore, if you consider any of the information contained in this application confidential and do not want it made available to the public, please identify on a separate page the information you consider confidential and attach that page to this application.* You agree that not attaching an objection constitutes your consent to the information being made available to the public and a waiver of any rights you may have under the Act regarding this information.

I have read and understand I have waived confidentiality of information as described above.

Signatory's Initials: _____

Authorization Statement

I, the undersigned, certify that all the information contained in this application is true and accurate. I have been authorized by my Board of Trustees/Directors or by the governing body of the local jurisdiction to submit this application to the Maryland Historical and Cultural Museum Assistance Program.

Original Signature: _____ **Date:** _____

Printed Name/Title: _____

Daytime telephone: _____ **E-Mail:** _____

Application Checklist

Please use the following checklist to ensure that your grant application is complete. If for any reason, part of your application will be submitted separately, please clearly note this in the space below with an explanation.

Before submitting your application, please check the following list to be sure your application is complete:

- Completed Application Form
- Cultural Data Project Profile
- Proof of nonprofit status (if not on file, one copy is required):
 - A. Copy of the application to the Internal Revenue Service for nonprofit status; or
 - B. Letter from the Internal Revenue Service recognizing the applicant as a tax-exempt organization under Section 501 of the Federal Internal Revenue Code; or
 - C. An official document identifying the institution as a unit of county or municipal government. If prepared specifically for this application, the verification should be provided on the letterhead of the local government and certified by its authorized official.
- 18 copies of most recent annual financial report or audit
- Three copies of a current Long Range Plan
- Three copies of a general information brochure
- Three copies of sample educational materials
- Two (2) legislative letters of support
- One recent image of the exterior of your institution even if MHT has one.
- Signature by **the authorized official** on the original application (the original may be a photocopy as long as the signature is original). Signed copy of Matching funds guidelines.
- ONE ORIGINAL AND **SEVENTEEN COPIES** OF THE COMPLETED APPLICATION FORM AND CULTURAL DATA PROJECT PROFILE.

Museum Enhancement Grants FY2010

Review Panel Ranking Criteria

***Depending on the focus of your application—collections, education, or exhibitions—60% of your ranking points will be based on your plans. The worksheets and narrative should be focus on those elements. If you have asked for funds for more than one museum activity, the ranking will be divided appropriately. Please replace the ranking criteria page with this one. Updated 3/20/09**

Museum's historical and cultural heritage significance

20 points

Museum contributes to Maryland's citizens and visitors understanding of and appreciation for the state's history.
Institution contributes in measurable ways to community/region/state
Institution reflects significant public investment as measured by volunteers and financial support

Museum's collections*

Collections reflect museum's mission
Significance of collections
Evidence of research into authenticity of collections
Institutional commitment to care for collections

Education (Public Programs)*

Public programs support the museum's mission
Research supports public interpretation
Professionalism in interpretive practices
Appropriate efforts to reach diverse audiences

Exhibitions*

Evidence of research into collections interpretation
Public access to significant collections (exhibitions)
Exhibitions are more than object displays, they offer visitors interpretative themes

Administration and Finance [Cultural Data Profile]

20 points

Institutional elements (administrative oversight, governance, appropriate staff, and local support)
Governance (non-profit board, parent organization, local government)
Long range plan
Professionalism (participation in consortia, professional partnerships, outside institutional reviews, accreditation)
Experience with grants administration, both with MHT and other agencies or funders

TOTAL

100 points