

1. Collections

	Activity	Time	Assignment	Equipment & Supplies	Outcome	MHT funding requested
A. Research	1. Number of objects studied 2. Travel expenses 3. Consultation	1. Staff hours 2. Volunteer hours	1. Staff 2. Volunteers 3. Rate of pay X hours 4. Consultant fees	1. Research materials	1. Research files created 2. Library visits	
B. Collections Management	1. Objects evaluated 2. Objects acquired 3. Objects accessioned 4. Objects de-accessioned 5. Objects inventoried 6. Objects catalogued 7. Computer records created 8. Computer records updated	1. Staff hours 2. Volunteer hours	1. Staff 2. Volunteers 3. Rate of pay X hours	1. Research materials 2. Computer 3. Computer programs	1. Objects evaluated 2. Objects acquired 3. Objects accessioned 4. Objects de-accessioned 5. Objects inventoried 6. Objects catalogued 7. Computer records created 8. Computer records updated	
C. Conservation	1. Objects evaluated 2. Objects conserved 3. Consultation	1. Staff hours 2. Volunteer hours 3. Consultant hours	1. Staff 2. Volunteers 3. Rate of pay X hours 4. Consultant fees	1. Research materials 2. Conservation tools	1. Objects evaluated 2. Objects conserved	
Total MHT Funding Requested						\$ -

2. Education

	Activity	Time	Assignment	Equipment & Supplies	Outcome	MHT funding requested
A. Research	1. Number of topics studied 2. Travel 3. Consultation	1. Staff hours 2. Volunteer hours 3. Consultant	1. Staff 2. Volunteers 3. Rate of pay X hours 4. Consultant fee	1. copying supplies 2. Publications 3. Subscriptions	1. # of progs studied	
B. Planning	1. # or programs considered 2. # of programs piloted 3. Experts consulted 4. Docent & staff training 5. Travel	1. Staff hours 2. Volunteer hours 3. Consultant	1. Staff 2. Volunteers 3. Rate of pay X hours 4. Consultant	1. Mock ups 2. hand outs 3. props	1. # of programs piloted 2. # of materials tested 3. # of docents trained	
C. Programs	1. School prog (in house) 2. School prog (off site) 3. Adult program (in house) 4. Adult program (off site) 5. Special event 6. Consultation 7. Marketing	1. Staff hours 2. Volunteer hours 3. Consultant	1. Staff 2. Volunteers 3. Rate of pay X hours 4. Consultant	1. Mock ups 2. Hand outs 3. Props 4. Direct mail 5. Paid advertising 6. Website	1. School Progs offered 2. Adult progs offered 3. Special event 4. Distribute promotional materials	
D. Evaluation	1. # of progs evaluated 2. Consultation	1. Staff hours 2. Volunteer hours 3. Consultant hours	1. Staff 2. Volunteers 3. Rate of pay X hours 4. Consultant fees	1. visitor survey materials	1. # of progs evaluated	
Total MHT Funding Requested						\$ -

3. Exhibitions

	Activity	Time	Assignment	Equipment & Supplies	Outcome	MHT funding requested
A. Research	1. Exhibit topics studied 2. Travel expenses 3. Consultation	1. Staff hours 2. Volunteer hours	1. Staff 2. Volunteers 3. Rate of pay X hours 4. Consultant	1. research materials	1. Exhibit topics selected 2. List of potential consultants	
B. Planning	1. Preliminary team meetings 2. Select consultant 3. Technology identified	1. Staff hours 2. Volunteer hours	1. Staff 2. Rate of pay X hours	1. research materials	1. Exhibit topic focused 2. Team members identified 3. Consultant selected	
C. Design	1. Exhibit team meetings 2. Design reviews 3. Design finalized 4. Exhibit mock up 5. Technology finalized	1. Staff hours 2. Volunteer hours	1. Staff 3. Rate of pay X hours 3. Design consultants	1. research materials 2. mock ups 3. Technology support 4. Object preparation	1. Preliminary designs reviewed 2. Technology tested 3. Formative evaluations	
Exhibit construct	1. Objects prepared for display 2. Exhibit elements built 3. Exhibit elements installed 4. Technology installed 5. Marketing	1. Staff hours 2. Volunteer hours 3. Consultant hours	1. Staff 2. Volunteers 3. Rate of pay X hours 4. Consultant fees	1. Exhibit elements 2. Exhibit graphics 3. Direct mail 4. Paid advertising 5. Website	1. Exhibit installed	
E. Evaluation	1. Evaluation plan created 2. Consultation	1. Staff hours 2. Volunteer hours 3. Consultant hours	1. Staff 2. Volunteers 3. Rate of pay X hours 4. Consultant fees	1. Visitor survey material	1. Evaluation reports	
Total MHT Funding Requested						\$ -

4. Assessments

	Activity	Time	Assignment	Materials	Outcome	MHT funding requested
A. Planning	1. Identify staff team 2. Consultation	1. Staff hours 2. Volunteer hours	1. Staff 2. Volunteers 3. Rate of pay X hours	None	1. planning process outlined	
B. Professional Review	1. Outside reviewer contacted	1. Staff hours 2. Volunteer hours	1. Staff 2. Volunteers 3. Rate of pay X hours 4. Consultant	1. Participation fee	1. Documentation of participation 2. Schedule of activities 3. Development of plan	
Total MHT Funding Requested						\$ -

BUDGET

Applicant Name

Application Date

FY2010 Museum Enhancement Grant Application Worksheet

Category	MHT Funding Requested
These values will be automatically entered from the other worksheets	
COLLECTIONS	
1A - Research	\$ -
1B - Collections Management	\$ -
1C - Conservation	\$ -
TOTAL COLLECTIONS	\$ -
EDUCATION	
2A - Research	\$ -
2B - Planning	\$ -
2C - Programs	\$ -
2D - Evaluation	\$ -
TOTAL EDUCATION	\$ -
EXHIBITIONS	
3A - Research	\$ -
3B - Planning	\$ -
3C - Design	\$ -
3D - Exhibition Construction	\$ -
3E - Evaluation	\$ -
TOTAL EXHIBITIONS	\$ -
ASSESSMENT	
4A - Planning	\$ -
4B - Professional Review	\$ -
TOTAL ASSESSMENT	\$ -
TOTAL ALL CATEGORIES	\$ -