



MARYLAND HISTORICAL TRUST MUSEUM ADVANCEMENT GRANT PROGRAM

FISCAL YEAR 2010

MUSEUM PLANNING AND ASSESSMENT 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
Contact: Mary Alexander
410-514-7622 or 1-800-756-0119 ext. 7622
malexander@mdp.state.md.us



Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor

Museum Planning and Assessment Grant Application

Museum Planning and Assessment funds are to be used by Maryland's historical and cultural museums to address institutional issues including strategic planning; professional development for staff, board members and volunteers; professional assessments offered by outside organizations and infrastructure upgrades. Institutions without a long range plan may only use these funds to create one.

The MHT FY 2010 Museum Planning and Assessment Grant Intention to Apply form and Grant Application Guidelines and Instructions 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 Program Grant Application forms.

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 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 accepted for review.

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

PART I – APPLICANT INFORMATION

1. Applicant

Applicant Organization Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Street Address (If different from above) _____

County _____ State Legislative District _____

Federal Employer Identification Number _____ Applicant/Organization Website Address (if applicable) _____

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 _____

3. Project Description (25 words or less)

4. Project Budget (All figures must match those provided on the Project Budget in Part III of this Application)

Amount of Funding Requested from Maryland Historical Trust: MHT Grant \$ _____ (A)

5. Eligibility

A nonprofit organization or a local government may apply for a grant from the Museum Advancement 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 Organization 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, is it qualified to do business in Maryland, and does it have 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 on a regular basis 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 on a regular basis for at least three (3) years prior to the date of this application? Yes

C. For all 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

PART II – GRANT PROJECT DETAILS (NARRATIVE)

These funds are designed to assist museums as professional organizations. They may be used for a variety of activities. The narrative should describe how and why these funds will help the museum become a vital community institution and more professional in its practices. The narrative should describe those activities that the funds will support, including a detailed schedule.

- A. Strategic Planning**--Activities that the museum staff, board and volunteers will engage in to develop a plan for the museum. If you do not have a current, board approved plan, you may only request funds to develop one.
- B. Outside Professional Assessments**—Participation in the AAM, AASLH, Heritage Preservation and MANO assessments. See glossary in Instructions for contact information.
- C. Professional Development**—Institutional activities to improve staff skills; travel to professional conferences may be supported.
- D. Board Development**—Activities that build board member competencies.
- E. Upgrading museum infrastructure**-- Computerization of museum practices, upgrades to computer systems, review of financial practices; purchase archival materials to protect collections.
- F. Institutional Capacity Building**—Outside consultant support, staff training, activities that improve museum practices, including collections care, interpretation, volunteer management, and marketing.

Describe how you will use these funds in any one of these areas of museum practice. Your narrative must address the following questions:

1. Provide a profile of your organization. What is the institutional challenge that these funds will address?
2. Who will lead the work? If you plan to use a consultant, what are the qualifications that will be required?
3. Outline a timetable for activities to be supported by the grant.
4. What will be the outcomes or products of this effort?
5. How will you measure your success?

Your description of grant-supported activities should be reflected in the budget form that follows.

You may attach any materials that will assist the Museum Advancement Program staff and Review Panel in assessing your application.

(Part II is limited to 5 pages in 12 point font with 1 inch margins)

PART III – BUDGET

Provide a cost breakdown for the proposed activities. The budget should not exceed one page. Matching funds are not required for this grant, but such support will strengthen your application.

BUDGET				
LINE ITEM (description)	MAP GRANT FUNDS	APPLICANT CASH CONTRIBUTION	APPLICANT IN-KIND CONTRIBUTION	TOTAL COST
TOTALS:				

PART IV – SIGNATURES

Confidentiality Waiver

The Trust intends to make available to the public certain information regarding applications submitted under the Museum Advancement 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 my local jurisdiction to submit this application to the Museum Advancement Program on their behalf.

Original Signature: _____ **Date:** _____

Printed Name/Title: _____

Daytime Telephone: _____ **E-Mail:** _____

Application Checklist

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

- Completed Application Form
- 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.
- Three copies of a financial audit or report
- 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).
 - ONE ORIGINAL AND **SEVENTEEN COPIES** OF THE COMPLETED APPLICATION FORM

Review Panel Ranking Criteria*

1. Institutional Profile Project addresses significant institutional challenge	25 points
2. Project leadership Staff and/or consultant qualifications	20 points
3. Project schedule Time line matches project goals	15 points
4. Outcomes Project reflects institutional needs	15 points
5. Evaluation Museum will review project design and outcome(s) to measure success	10 points
6. Project Budget Budget categories are realistic and justified Evidence of third-party sources (match) committed to the project	15 points
Total	100 points

***These are the project elements to be considered by the review panel**