

Eligibility

Surplus Personal Property

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MUSEUMS ATTENDED BY THE PUBLIC

Only institutions that meet all the elements of the basic definition for a museum are considered for eligibility.

Museum means a public or nonprofit institution that is organized on a permanent basis for essentially educational or aesthetic purposes and which, using a professional staff, owns or uses tangible objects, either animate or inanimate; cares for these objects; and exhibits them to the public on a regular basis (at least 1000 hours a year).

The term “museum” includes, but is not limited to, the following institutions if they satisfy all other provisions of this definition: Aquariums and zoological parks; botanical gardens and arboretums; nature centers; museums relating to art, history (including historic buildings), natural history, science, and technology; and planetariums.

For the purposes of this definition, an institution uses a professional staff if it employs at least one fulltime staff member or the equivalent, whether paid or unpaid, primarily engaged in the acquisition, care, or public exhibition of objects owned or used by the institution. This definition of “museum” does not include any institution that exhibits objects to the public if the display or use of the objects is only incidental to the primary function of the institution.

- **Public Agency Museum** The institution is supported in whole or in part with public funds. Any museum established as a part of, and operated by a State or local government agency is eligible to participate in the donation program as a part of the State or local government’s eligibility as a public agency.
- **Nonprofit** The museum has documentary evidence of its tax-exempt status under section 501 of the Internal Revenue Code of 1954.
- **Organized** The institution is a duly constituted body with expressed responsibilities with articles of incorporation or other written instrument by which it was created that affirm its legal existence and the purpose(s) it was formed.

- **Permanent** The institution expects to continue in perpetuity.

Apply for Eligibility

To apply to receive surplus property simply open, print, and fill-out the [Nonprofit Organization Eligibility Application](#). If the Provider is a Public Agency, please use the [State and local government Eligibility Application](#).

Additional Application Requirements

- A copy of the museum's current financial statement
- A complete narrative of the program. include a description of the museum, what it displays, state hours and days open to the public, listing of professional staff and their duties.
- Include articles of incorporation or other written instrument by which the museum was formed.
- If the Museum is a nonprofit organization, include a copy of the tax exempt status letter from the IRS

Please include the required attachments mentioned above: Scan and email, fax, mail or hand-deliver to:

Karen.Haston@state.or.us

Eligibility Coordinator

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