

OREGON MUSEUM GRANT

2017 INFORMATION

OREGON HERITAGE COMMISSION, OREGON HERITAGE

Oregon Museum grant funds are for Oregon museums conducting projects for the care and management of heritage collections, for heritage-related tourism, and heritage education and interpretation. Grant proposals from museums of all sizes and purposes that meet eligibility requirements are encouraged and will be considered.

Grants must be submitted through the Oregon Parks and Recreation Department Grants Online program. There will be two grant cycles in the 2017-2019 biennium.

FINANCIAL INFORMATION: Generally awards are \$1000-\$8000.

MATCH: A dollar match for funds requested is not required, though we encourage you to seek local funding and donations in addition to your grant request. Local support allows the program to assist more museums and shows community value of the project. Match can be in the form of cash, in-kind donations and volunteer time.

BUDGET INFORMATION: Bids and estimates strengthen the grant request when applicable.

PROFESSIONAL REQUIREMENTS: The application must convey that all work will be completed using appropriate museum practices.

GRANT REPORTING AND PAYMENT: Awarded projects will be the subjects of binding agreements between the State and the applicants. Typically, grant funds are dispersed on a reimbursable basis. Details of payment arrangements and grant reporting will be provided at the time of award.

GRANT TIMELINE:

Deadline – May 2, 2017 (11:59pm)

Notification – July 1, 2017

Reporting deadline – May 15, 2018

ELIGIBILITY:

MUSEUMS: Any qualified museum based in Oregon is eligible to apply. Museums are defined by statute as public institutions or private nonprofit Oregon corporations primarily devoted to the acquisition and public exhibition of specimens, artifacts, articles, documents and other items that relate to history, anthropology, archaeology, heritage, science or art and that have historical significance.

Museums must meet the following requirements:

- Be in operation in Oregon as a public or private nonprofit for a period of at least two full years prior to the date of the application. The private nonprofits must be incorporated in the State of Oregon.
- Provide museum services open to the public at least 120 hours per year at designated and reasonable hours and places;



- Have a responsible, competent attendant on duty when museum services are provided to the public;
- Be organized as a public or private non-profit institution that exists on a permanent basis for essentially educational or aesthetic purposes;
- Care for and own or use tangible objects; and
- Exhibits the objects to the public on a regular basis through facilities the museum owns or operates.

PROJECTS: These grants support projects for the collection and management of heritage collections, for heritage-related tourism, or heritage education and interpretation.

- “Heritage collections” includes artifacts and other manifestations of material culture, documents, publications, photographs and film, heritage recordings, music and songs gathered for study, comparison or exhibition, and their management.
- “Heritage-related tourism” means the practice of traveling for recreation to learn, enjoy or appreciate heritage.
- “Heritage education and interpretation” means the action or process of educating or of being educated about heritage.
- Projects that will begin and end during the grant cycle qualify. Grant cycle extensions are extremely rare.

CRITERIA: The review committee will consider the following in ranking the grant applications:

- The capability of the applicant to carry out the proposed project.
- The effectiveness of the proposed project in the collection and management of heritage collections, the promotion of heritage-related tourism, or the provision of education and other interpretations related to heritage.
- The commitment of other significant monetary or in-kind support to the goals of the project.

PRIORITIES:

- Projects with a well-prioritized, clearly explained work plan with an appropriate level of detail and realistic cost estimates.
- Geographic diversity.
- Museum size diversity.
- Project readiness, including matching dollar share in-hand.

STANDARDS:

- All projects must meet professional museum or archival standards. Please specify in the application which standards will be followed for the project. For digitization projects recommended minimum standards are those promoted by the Association for Library Collections & Technical Services. <http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations#top>

REGISTER ON TO APPLY ONLINE: Visit the OPRD: Grants Online at www.oprdgrants.org to request an account and receive your login. Please register for only one login per organization. Please use the instructions for OPRD: Grants Online which can be found at <http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx>.



APPLICATION SUBMISSION: Once you have a login, you will be able to submit your application. You can enter information, save, log out, log back in, enter more, etc. as many times as you would like before you submit. Instructions for OPRD: Grants Online visit our website.

<http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx>

ASSISTANCE:

Please read the Oregon Museum Grant Guidelines for details on the application, review, award and grant management. Grant questions and OPRD: Grants Online: Kuri Gill, kuri.gill@oregon.gov, 503-986-0685.

