

APPENDIX 6 - OREGON MUSEUM & HERITAGE GRANT CONTENT CHECKLIST

The following is an excerpt from Oregon Museum Grant 2023 Guidelines, produced by the Oregon Heritage Commission.

To be as competitive as possible, be sure to include the following information in your grant application. Check out our [Heritage Bulletins](#) and [MentorCorps](#) for additional technical assistance.

Collections Cataloging

- ✓ Current condition
- ✓ How the objects to be cataloged in the project were selected and prioritized
- ✓ If it is a previously undocumented or researched history, describe how it was excluded and why it should be included now.
- ✓ Historical and organizational significance of the collection
- ✓ Cataloging process details
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ Estimated number of objects, boxes, and linear feet to be cataloged.
- ✓ Photo of collections
- ✓ If a collection represents the history people frequently excluded from historic interpretation. Examples include community populations based on race, ethnicity, LGBTQ+, gender, etc., or themes like labor, immigration, etc. Include collaboration and letters of participation with organizations that represent those people now—for example, the tribes, Oregon Black Pioneers, local youth organizations, etc.

Collections Housing and Storage

- ✓ Current condition, including photos
- ✓ How the objects to be rehoused in the project were selected and prioritized
- ✓ Historical and organizational significance of the collection
- ✓ If it is a collection related to a population or theme with limited documentation or research history, describe how it was excluded and why it should be included now
- ✓ The process and materials that will be used
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ Estimated number of objects, boxes, and linear feet to be cataloged.
- ✓ If a collection represents the history people frequently excluded from historic interpretation. Examples include community populations based on race, ethnicity, LGBTQ+, gender, etc. or themes like labor, immigration, etc. Include collaboration and letters of participation with organizations that represent those people now—for example, the tribes, Oregon Black Pioneers, local youth organizations, etc.

Collections Digitization

- ✓ How the objects to be digitized in the project were selected and prioritized
- ✓ Historical and organizational significance of the collection
- ✓ If it is a collection related to a population or theme with limited documentation or research history, describe how it was excluded and why it should be included now

- ✓ The process that will be used (standards of digitization, metadata, size of a file, etc.)
- ✓ The storage method and level of public access (online, at the organization, etc.)
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ Estimated number of objects, boxes, and linear feet to be cataloged.
- ✓ Materials to be used (equipment specifications)
- ✓ Sample image of collections to be digitized
- ✓ If a collection represents the history people frequently excluded from historic interpretation. Examples include community populations based on race, ethnicity, LGBTQ+, gender, etc., or themes like labor, immigration, etc. Include collaboration and letters of participation with organizations that represent those people now—for example, the tribes, Oregon Black Pioneers, local youth organizations, etc.

University of Oregon Digital Newspaper Program – adding local newspaper content to this [online program](#).

- ✓ How the objects to be digitized in the project were selected and prioritized
- ✓ Historical and organizational significance of the collection
- ✓ If it is a collection related to a population or theme with limited documentation or research history, describe how it was excluded and why it should be included now
- ✓ The process that will be used (standards of digitization, metadata, size of a file, etc.)
- ✓ A letter from the University of Oregon program affirming the project is on the schedule for the grant period.
- ✓ The storage method and level of public access (online, at the organization, etc.)
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ Estimated number of objects, boxes, and linear feet to be cataloged.
- ✓ Materials to be used (equipment specifications)
- ✓ Sample image of collections to be digitized
- ✓ If a collection represents the history people frequently excluded from historic interpretation. Examples include community populations based on race, ethnicity, LGBTQ+, gender, etc., or themes like labor, immigration, etc. Include collaboration and letters of participation with organizations that represent those people now—for example, the tribes, Oregon Black Pioneers, local youth organizations, etc.

Education Projects – working with schools and school programs

- ✓ Information that will be included, learning goals, how and why these were selected
- ✓ If it is interpreting a previously untold or limited history of a population or theme, describe how it was excluded and why it should be included now
- ✓ Teaching methods to be used
- ✓ Planning with schools, districts, teachers
- ✓ Expertise that will be used (experts, resumes, training, etc.)
- ✓ How the program meets the targeted state core requirements
- ✓ Evaluation of learning beyond teacher survey
- ✓ If the program represents the history people frequently excluded from historic interpretation. Examples include community populations based on race, ethnicity, LGBTQ+, gender, etc., or themes like labor, immigration, etc. Include collaboration and letters of