



Operating Grant for Small Museums

The Arkansas Humanities Council and Department of Arkansas Heritage invites grant applications from small museums and historical societies whose mission is to promote, educate and preserve Arkansas history and heritage, and who meet criteria set forth by the American Alliance of Museums' definition that "a public or private nonprofit agency or institution organized on a permanent basis for essentially educational or aesthetic purposes, that utilize a professional staff, owns or utilizes tangible objects, cares for them, and exhibits them to the public on a regular basis."

Purpose

An Operating Grant for Small Museums is intended to assist small museums, historical societies, historic houses and sites, and military museums in Arkansas with up to \$2,500 for operating costs.

Funding may be used to support conservation, building repair, utility costs, website design and maintenance, interpretation (educational programming and exhibitions), professional development in areas of museum practices and standards, archival training, interpretation, and collection management.

Eligibility

Institutions applying for the grant must meet the following criteria:

- Must be located in Arkansas
- Be a non-profit organization holding a 501(c)(3) or DUNS number
- Have been open to the public for at least two years in a physical facility or site
- Open to the public at least 90 days per year
- Have at least one paid or unpaid professional staff member with museum knowledge and experience and whose authority is delegated to day-to-day operations
- Must have an annual operating budget of \$250,000 or less
- Receive no state or federal funds for operating costs



Operating Grant Application for Small Museums

1. Name, address, county, and telephone number of applicant organization
2. Project director's name, address, email and telephone number (if different from above)
3. Amount of Grant Request (\$2,500 maximum)_____
4. Proposed Grant Period (The period during which grant funds will be spent and the project will take place)

From _____ To _____
Month Day Year Month Day Year

5. Executive Director/President of Organization and Project Director

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|------|-----------|-------|-----------|
| Name | Signature | Title | Telephone |
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To Apply

Use no more than **six pages** to answer the following questions. Mail the original signed application with two copies on or before May 15, 2017 to the Arkansas Humanities Council, Attn: Jama Best, Senior Program Officer, 407 President Clinton Avenue, Suite 201, Little Rock, AR 72201.

Brief History of Museum or Historical Society

Provide a brief history of the museum or historical society, include information on date of establishment, organization's mission statement, era(s) of Arkansas history that is the focal point of the museum or historical society, and a brief overview of the museums exhibits, collections, interpretation, and programming.

1. **Description of proposed project.** (Provide specifics as to what is to be accomplished during the grant period)
2. **Identify people to be served by this project and explain how they will benefit.** (Include an estimate of the number of people to be served if applicable)
3. **Describe the plan for publicity** (If applicable)
4. **Describe the evaluation plan for assessing how well the project achieved its objectives.** (Include a measurable form of assessment to determine the outcome of the success of the project)
5. **Budget**
 - Provide an itemized list of expenditures to include each item, a unit cost, quantity, and total amount
 - All those to receive travel reimbursement should be listed individually, provide the "from and to" locations, a unit cost per mile (AHC will pay up to .42 or current state mileage rate per roundtrip mile), and a total amount
 - When requesting funds for contract work, please submit a signed and dated for quote from contractor.
 - If requesting funds for utility costs, please submit a spreadsheet indicating utility costs from the last two previous years.

Application Deadline

Completed applications must be postmarked by May 15, 2017 with grants awarded by June 30, 2017.

