**This document is intended to help you choose which stream of the Museum Grant Program to apply for, however, all first-time applicants must apply to Stream 1.**

**Please note that this is not the Guidelines document. Please read the Guidelines document carefully before starting the grant application. Applicants should contact Consultant Tomasin Playford at tplayford@saskculture.ca before submitting an application to see if this grant program is the best fit.**

If you face any barriers (language, technology, accessibility challenges, etc.) in navigating the criteria, application questions, and the application process, please reach out to the Consultant for details about the Accessibility Fund.

## About the Museum Grant Program

The Museum Grant Program operates on a 2-year cycle, providing two years of funding to successful applicants. The program has three funding stream levels, each with their own application process: Stream One, Stream Two, and Stream Three. Applicants must choose which stream they will apply to, depending on their individual circumstances and the expectations of the funding stream. Applicants may only apply to one stream per cycle, however, they may apply to different streams from cycle to cycle as their circumstances change. If you are considering applying for a different stream, **please contact the Consultant prior to starting an application**.

The Museum Grant Program (MGP) provides operational funding to help foster strong, vibrant, community-based Saskatchewan museums that are valued and supported by society. This funding enables applicants to focus on excellence in their programs and operations and to contribute to the understanding of the world and our place in it - our past, our present, and our future.

## What is a Museum?

From *Standards for Saskatchewan Museums, 6th edition (Museums Association of Saskatchewan, 2022)*:

"A museum is a not-for-profit, permanent institution in the service of society that researches, collects, conserves, interprets and exhibits tangible and intangible heritage. They are open to the public, accessible and inclusive, and foster diversity and sustainability. Museums operate and communicate ethically, professionally and with the participation of communities, and offer varied experiences for education, enjoyment, reflection and knowledge sharing."

The **Museum Grant Program** supports **Building-based museums**, **Eco-museums**, and **Virtual Museums**:

- o **Building-based** museums maintain a collection of historical and/or contemporary artifacts of importance (whether historical, cultural, scientific, etc.). Artifacts are acquired, cared for (spiritual care and/or preventative conservation), researched, and exhibited in buildings. Building-based museums have a permanent site which is open to the public, physically

accessible, and intended for museum use only. This includes Indigenous-run museums which may be focused on retelling/revitalizing cultural heritage and traditional practices through the repatriation of objects.

- o **Eco-museums** are community museums that provides a unique mechanism for community engagement, in which community members work to preserve and learn from tangible and intangible heritage in its living form. Through community consultations, stakeholders agree on natural and cultural assets that they value and create plans to ensure they are preserved and used to foster a culture of sustainability. Unlike a traditional museum, eco-museums do not necessarily gather objects in a museum facility. Instead, they enable communities to preserve valued objects, sites, and cultural practices where they exist, enhancing their visibility and the contributions they make to community development activities.

- o **Virtual Museums** are collections of digitally recorded images, sound files, text documents, and other data of historical and/or cultural interest that are accessed through electronic media. The virtual museum is committed to public access; to both the knowledge systems embedded in the collections and the systematic, and coherent organization of their display, as well as to their long-term preservation.

The Museum Grant Program supports museums that are **Incorporated Non-profit organizations, registered and based in Saskatchewan**, as well as museums that were **established through a Municipal bylaw or Band Council resolution.** In the case that a museum is established through a Municipal bylaw or Band Council resolution, the Municipality or the First Nation is financially responsible for the museum.

### A <u>Non-profit museum</u> applicant must:

- o be in existence as a registered non-profit in Saskatchewan for at least one full fiscal year;
- o be in good standing with Information Services Corporation (ISC);
- o have no outstanding grant follow-ups due to SaskCulture; and
- o provide a copy of the organization's signed annual financial statement that was most recently submitted to the Information Services Corporation (ISC). Ensure the financial statement has been signed by **two** authorized signatories (i.e. board members).

### Applicants where the Municipality or First Nation is financially responsible must:

- o ensure that the responsible First Nation or Municipality is in good standing with the Saskatchewan Lotteries Community Grant Program;
- o have no outstanding grant follow-ups due to SaskCulture;
- o provide a copy of the museum's most recent annual financial statement. Ensure the financial statement has been signed by an authorized signatory. A representative from the First Nation or Municipality who has the authority to sign on behalf of your organization should provide an authorization; and
- o provide a copy of the Municipal Bylaw or Band Council Resolution that established the museum, if one is not already on file with SaskCulture.

# Funding Stream Information

This section contains information related to each Stream (One, Two, and Three) of the Museum Grant Program. Use this information to help you determine which Stream you will apply for. **Please note that all first-time MGP applicants must apply to Stream One.**

| Stream | MGP Maximum Request Amount (per year) | Maximum MGP contribution towards eligible operational expenses | Minimum applicant contribution towards the total eligible operational expenses | The range for operational budgets for each stream tends to be approximately: |
|--------|------------------|------------------|------------------|------------------|
| One | Up to $5,000 | 100% | 0% | 1,500 – 65,000 |
| Two | Up to $15,000 | 50% | 50% | 30,000 – 115,000 |
| Three | Up to $30,000 | 50% | 50% | 125,000 – 500,000+ |

## Stream One

**Stream One** offers a simplified application that can cover 100% of the applicant's annual eligible expenses up to a maximum of $5,000. No financial contribution from the applicant is required. This stream is best-suited for applicants seeking a less intensive, more capacity-friendly granting process. *All first-time applicants to MGP must apply to Stream One*.

**Applicants who have successfully applied to Stream One tend to:**
- Be primarily volunteer-run (although they may have paid summer students)
- Be open for only part of the year
- Have budgets that range from $1,500 to $65,000

**The Stream One application consists of the following sections:**
1. Activities and Impact
2. Welcoming and Inclusive Museums /Safe Spaces
3. Indigenous Objects and Materials
4. Risk Management
5. Budget and Budget Notes

**Documents you will need before starting your application:**
1. Financial Statement

## Stream Two

**Stream Two** covers 50% of the applicant's annual eligible expenses up to a maximum of $15,000. A 50% matching contribution from the applicant is required. For example, if an applicant requests $15,000 from MGP, they must also be able to contribute a minimum of $15,000 from sources other than Saskatchewan Lotteries. To avoid the potential of a grant return, it is recommended that you request an amount that the museum can realistically match. Building in a buffer amount may help ensure that a grant return is not required.

**Applicants who have successfully applied to Stream Two tend to:**
- Have a paid staff person or strong volunteer base/board with the capacity to fulfill grant requirements
- Be open for only part of the year
- Have budgets that range from $30,000 to $115,000

**The Stream Two application consists of the following sections:**
1. Management (Governance, Strategic Planning, Risk Management, etc.)
2. Programs & Services (Welcoming & Inclusive Museums, Indigenous Objects & Materials, Evaluation, etc.)
3. Collections (Policy, Upcoming Plans, etc.)
4. Communication (Tools, Impact, etc.)
5. Finance (Audited Financial Statement, Current and Projected Budgets, etc.)

**Documents you will need before starting your application:**
1. Strategic Plan or Equivalent
2. Completed Budget Form
3. Financial Statement
4. Communications Example

## Stream Three

Stream Three covers 50% of the applicant's annual eligible expenses up to a maximum of $30,000. A 50% matching contribution from the applicant is required. For example, if an applicant requests $30,000 from MGP, they must also be able to contribute a minimum of $30,000 from sources other than Saskatchewan Lotteries. To avoid the potential of a grant return, it is recommended that you request an amount that the museum can realistically match. Building in a buffer amount may help ensure that a grant return is not required.

**Applicants who have successfully applied to Stream Three tend to:**
- Have at least one paid, full-time staff person
- Be open year-round
- Have a strategic plan in place
- Have budgets that range from $125,000 to $500,000+

**The Stream Three application consists of the following sections:**
1. Management (Governance, Strategic Planning, Risk Management, etc.)
2. Programs & Services (Welcoming & Inclusive Museums, Indigenous Objects & Materials, Evaluation, etc.)
3. Collections (Policy, Upcoming Plans, etc.)
4. Communication (Tools, Impact, etc.)
5. Finance (Audited Financial Statement, Current and Projected Budgets, etc.)

**Documents for Upload:**
1. Strategic Plan or Equivalent
2. Completed Budget Form
3. Financial Statement
4. Communications Example

# Application Tips

- **Answer every question that is applicable to your museum:** Peer Assessors cannot assess questions that are not answered.
- **Receiving MGP funding in the last funding cycle does not guarantee future funding.** Each funding round is competitive, and there are more requests than available funding.
- **Provide Detail:** Some peer assessors may not know anything about your museum. Answer the questions as though you are explaining it to someone who knows nothing about your museum.
- **Be Concise:** Peer assessors are volunteers and have a large number of applications to read. It is very important that you be concise and focused in your answers while still providing the necessary information.
- **Plans can change:** If your museum was planning to do something last year and it didn't work out, provide an explanation. Explain how your museum was flexible in coping with changed circumstances (for example, if an activity was not successful and your museum is planning on doing it again, what changes are planned?).
- **Previous Application:** It is recommended to review the museum's previous application form and interim report prior to starting the application form. You are not required to do more activities each year, but rather to use the information from the previous years to assess your activities to identify where your museum needs to focus future planning.
- ***Standards for Saskatchewan Museums:*** Some questions in the MGP application are based on *Standards for Saskatchewan Museums- 6<sup>th</sup> edition (2022).* If referencing standards, be sure to include the Standard number and title (e.g. Collections: B. Conservation #9: Artifacts are handled as little as possible). For more information about using standards in your museum or on museum practices, please contact the Museums Association of Saskatchewan: http://saskmuseums.org/
- **Budget:** Ensure your budget is accurate and totals are correct. Peer assessors examine the budget to ensure that there is a realistic match between your museum's financial resources and your museum's plans. Be sure to explain any large surpluses or deficits, or unusual financial circumstances. Budget notes are extremely helpful and recommended.
- **Financial Statements:** The Saskatchewan Lotteries Trust Fund requires you to include a copy of a signed audited financial statement for your museum's most recently completed fiscal year. Ensure the financial statement has been signed by authorized signatories (depending on the structure of your museum, this could be: board members, municipal or Band representatives).

    - **For non-profit museums**, it will be the financial statement that was most recently submitted to the Information Services Corporation (ISC).

    - **For museums where the First Nation or Municipality is financially responsible** for the museum, a representative from the First Nation or Municipality who has the authority to sign on behalf of your organization should provide authorization.