



# Museum Grant Program – Guidelines

*Application deadline: December 2, 2013*

Contact SaskCulture for application assistance if your museum has not previously applied to the Museum Grant Program (MGP). New MGP applicants must complete the *New Applicant Profile* form attached to these guidelines, in addition to the MGP application.

## General Information

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### Purpose

- To provide operational funding to Saskatchewan museums.

### Values

- Funds are fairly and equitably distributed.
- The grant process is open and accountable to funding recipients.

### Goals

- Museums achieve operational excellence based upon the Museums Association of Saskatchewan's *Standards for Saskatchewan Museums*.
- There is a stable funding environment for museums from year to year.
- Planning and evaluation are appreciated as an integral part of program development and sound museum operations.
- There is appropriate accountability to SaskCulture and Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.

### Objectives

- To assist museums in raising their profiles within their local communities and broader.
- To assist museums in improving the quality of the activities they offer
- To provide a validation process for museums within the museum community.
- To provide an effective system of evaluation for the distribution of funds.
- To provide funds based on the merit and quality of museum operations.

#### Contact

Paul Gingras  
Organizational Outreach and  
Development Coordinator  
Phone: (306) 780-9813  
Email: [pgingras@saskculture.sk.ca](mailto:pgingras@saskculture.sk.ca)

#### Mail applications to:

SaskCulture  
404 – 2125 11<sup>th</sup> Avenue  
Regina, SK  
S4P 3X3  
Toll Free: 1-866-476-6830

## Eligible Organizations

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To be eligible, your museum must:

- Be a museum defined as "... a non-profit making institution in the service of society and its development, and open to the public, which acquires, conserves, researches, communicates, and exhibits for the purposes of study, education, and enjoyment, material evidence of people and their environment." (Museums Association of Saskatchewan Articles and Bylaws, April 1998);
- Be incorporated as a non-profit organization in Saskatchewan, or be a public institution operated by a municipality, educational organization, library board, recreation board or other incorporated body; **(Please note that museums owned / controlled by a municipality or other public institution should include a copy of the bylaw that established the museum)**
- Have been open to the public and fully operational for at least one year;
- Have a permanent facility with public access and space designated for museum/gallery use only;
- Hold clear ownership of a majority of items in its collection (51% or more); and
- Maintain separate financial records related to the operation of the institution.

In addition, your museum **must not**:

- Be part of a federal or provincial operation and/or Crown Corporation;
- Receive more than 50 percent of its total revenues from the Saskatchewan Lotteries Trust Fund (SLTF). (**Exception:** Stream I funding applicants may receive up to 75% of their funding from the SLTF.);
- Receive operational funding directly from the Culture Section of Saskatchewan Lotteries Fund;
- Receive funding directed by the Government of Saskatchewan.

## Eligible Activities

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The grant is intended to provide operating funds. Each museum prioritizes its operating expenditures for the year. Operating costs typically include salaries, administration, programming, and communications costs.

**The grant cannot be used to for:**

- Developmental costs for a new facility;
- Capital improvements (except minor renovations in connection with upgrading or improvement projects); or
- Purchase of artifacts or collections.

## Funding Levels

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The maximum level of funding a museum could potentially receive is:

Stream I	up to 75% of the museum's annual budget for the upcoming year, to a maximum of	\$6,000
Stream II	up to 50% of the museum's annual budget for the upcoming year, to a maximum of	\$12,000
Stream III	up to 50% of the museum's annual budget for the upcoming year, to a maximum of	\$30,000

## Funding Streams

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There are three streams in the Museum Grant Program, each with a separate application form. Museums must choose which application form to complete depending upon their individual circumstances. Museums can apply to different streams from year to year as their circumstances change.

Within each funding stream application, there are three common components:

**Applicant Information:** This information provides jury members with an overview of the applicant and gives them an understanding of the museum. This information is not scored by the jury.

**Application:** The application form address questions which apply to overall museum operations within three key areas – management, collections, and programs & communication. The application form elicits responses depending upon the requirements of each stream.

**Financial Information:** Each museum should attach their most recently completed annual financial statement, as well as their proposed budgets for next year(s). Stream II and III museums should include a proposed budget for the next 2 years.

## Funding Stream Expectations

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### *Stream I*

**The application focuses on basic museum operations and attention is given to specific areas that help improve overall operations (i.e. policy development, collection concerns, community involvement, etc.). The questions are related directly to the *Standards for Saskatchewan Museums*.**

Applicants are expected to demonstrate **improvement** from year to year. The emphasis will be on **improving the quality** of activities. Applicants will be accountable for the funding received and will work towards achieving excellence within the scope of their resources.

Evaluation (assessment of success) focuses on whether or not the applicant's plans were successfully accomplished, and why or why not.

Applicants should demonstrate a link between planned activities and the museum's budget. The management section of the application asks applicants to demonstrate an understanding of why policies are important and how they are used to make decisions. Applicants will demonstrate an understanding of how the roles of the Board are distinct from operational activities and recognize the importance of skill development for volunteers and staff.

The collections section asks that applicants will demonstrate an understanding of the need for proper documentation and that they are implementing preventative conservation practices to the extent their resources allow.

The communications section asks applicants to demonstrate a general understanding of the programming and exhibition components within this area. Applicants will demonstrate an understanding of the importance of their communities and take action to involve their community in their museum.

Grant applications will be adjudicated by a jury. The maximum level of funding a museum in this stream could potentially receive is \$6,000. The museum must generate at least 25% of its revenue from funding sources other than the Saskatchewan Lotteries Trust Fund.

### *Stream II*

**Stream II moves beyond basic museum operations, taking a more holistic approach to museum operations. There is a greater expectation of a more comprehensive understanding of *Standards for Saskatchewan Museums*.**

Applicants are expected to demonstrate improvement from year to year. The emphasis will be on improving the quality of activities. Applicants will be accountable for the funding received and will work towards achieving excellence within the scope of their resources.

Evaluation will focus on how well the applicant's plans were accomplished and on a demonstrated understanding of the processes involved in evaluation. Applicants will be expected to demonstrate an understanding of why the plans were or were not successful.

In planning, applicants will be expected to demonstrate an understanding of the planning process and be able to demonstrate a link between planned activities and the results of evaluation. It is expected that applicants will demonstrate a strong link between planned activities and the museum's budget.

The management section of the application asks that the Board of Directors develop and monitor long-term goals and recognize the distinct roles of the board, volunteers, and staff. Policies are reviewed regularly and mechanisms exist for the long term development of volunteers and staff.

The collections section asks for proof of a regular program for documentation and the practice of preventative conservation. A 3 year strategic plan needs to be submitted with the application and must be more than a "to-do" listing of activities during the year.

The expectation in the communications section is for the museum to have begun to establish partnerships with other groups or organizations that involve sharing resources and decision making processes. Education programs are expected to be curriculum based and the museum has begun to work with its community to determine programming needs.

Grant applications will be adjudicated by a jury. Applications will be for a 2 year period. The maximum level of funding a museum in this stream could potentially receive is \$12,000 per year. The museum must generate at least 50% of its revenue from funding sources other than the Saskatchewan Lotteries Trust Fund. These museums will provide a follow-up report to SaskCulture for each year and will only need to apply for funding every second year.

### *Stream III*

**Stream III focuses on core museum activities and how well the organization manages its strategic, financial and human resources. There should be evidence of growth in the areas of publications, conservation, research, exhibitions, and educational programs. The expectation is that the application of *Standards for Saskatchewan Museums* will be understood and utilized by all Stream III museums.** Applicants are expected to demonstrate improvement from year to year and Stream III applicants will be accountable for the funding received and will work towards achieving excellence within the scope of their resources.

In the management area of the application it is expected that the Board of Directors/governing authority evaluates long term goals and its own performance. It has structures and processes in place to ensure that financial and human resources management is consistent with strategic goals.

In collections section, the expectation is for the demonstration of professionally recognized practices in all areas and plans for the future development of the collection and all related needs.

In the communications section, the museum is expected to be involved in well-established partnerships and will be collaborating with other organizations.

Grant applications will be adjudicated by a jury. Stream III museums are on a two-year funding cycle. These museums can potentially receive \$30,000 per year, of which at least 50% of their revenue must be generated from funding sources other than the Saskatchewan Lotteries Trust Fund. These museums will provide a follow-up report to SaskCulture for each year and will only need to apply for funding every second year.

## Application Process

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Application forms are available electronically on the SaskCulture website. Please contact SaskCulture if there is a difficulty in obtaining an electronic copy of the application form.

Applicants must submit **SEVEN (7)** copies of their grant application and all attachments. Please contact SaskCulture if you are uncertain about which attachments to submit, or if you have any questions regarding the application form.

Please ensure your application is legible.

**Applications are due December 2, 2013.** If mailed to SaskCulture, applications must be postmarked by the application deadline date. Applications will not be accepted by email or fax. **Late applications will not be considered for funding.**

## Completing the Application Form

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### General Considerations

To assist the adjudication process, SaskCulture requests that all applications be completed electronically. Handwritten applications may be accepted provided all in-depth answers are legibly referenced and completed in a separate document and attached to the form.

### Review of Previous MGP Application and *Standards for Saskatchewan Museums*

The MGP is based on *Standards for Saskatchewan Museums- 4<sup>th</sup> edition (2010)* \*\*. The three main sections in the grant application correspond to sections in the *Standards* document. It is important that applicants review the *Standards for Saskatchewan Museums*, as well as the museum's previous MGP application and summary report. By reviewing standards, you can identify where the museum is making progress towards achieving standards, which activities the museum has been successful in conducting, and areas where your museum may plan to conduct activities.

You are not required to do more activities each year, but rather to use information from the assessment of your activities to identify where your museum needs to focus its human and financial resources.

\*\*For information about using standards in your museum or on museum practices, or to obtain a copy of *Standards for Saskatchewan Museums*, contact: May Lin Polk, Museums Advisor, Museums Association of Saskatchewan

Phone : 1-306-780-9266

Toll free : 1-866-568-7386

Email : [advisor@saskmuseums.org](mailto:advisor@saskmuseums.org)

Website : [www.saskmuseums.org](http://www.saskmuseums.org)

### **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.

Unaudited financial statements are accepted from small budget museums, (annual income less than \$25,000) but must be signed by two officers of the organization. For museums with annual income less than \$250,000, an audit can be conducted by someone appointed by the membership at the organization's AGM.

### **General Suggestions**

- Each jury member reviews each application. It is very important that you be concise and focused in your answers while still providing a full answer to the question.
- Answer all parts of every question. Jury members cannot award points for questions which are not answered. You may attach additional pages to explain your answers, ensuring each answer is clearly numbered.
- From year to year, there may not be an exact match between planned activities and activities which were conducted. If the plan was not followed, the jury would like an explanation; in particular 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?).
- Activity plans should be realistic (based on available financial and human resources and success of previous and/or similar activities), reflect policy, and demonstrate that the museum has set priorities.

### **Review Your Application**

Ensure:

- There is a clear link between planned activities and how these activities relate to achieving mandate and strategic objectives while still maintaining standards.
- Results from activity assessment are used to help identify your museum's plans.
- Your financial information is accurate and totals are correct. Peer jurors examine the budget and financial statements to ensure that there is a realistic match between your museum's financial resources and your museum's plans.
- You have explained any large surpluses or deficits, or unusual financial circumstances in an attached page.
- You have answered all the questions.

## Application Assessment

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SaskCulture will review applications to confirm basic eligibility requirements have been met. Eligible applications are adjudicated by a volunteer jury and applicants are informed of results. Funding decisions are final and will not be revisited or appealed.

### Jury Process

There are three volunteer juries – one for each funding stream. This process ensures a fair and equitable adjudication of the grant applications and a fair distribution of museum funding. Applications are scored in 10 categories for a total of 100 points. The number of points allocated for each section is now indicated on the application forms.

The amount granted to each museum depends upon the following:

- The merit of a museum's operations, as adjudicated by the jury, utilizing the Museums Association of Saskatchewan's *Standards for Saskatchewan Museums*;
- The number of museums applying for funds; and
- The total funds available in the program (as these are lottery proceeds, the total funds available may vary from year to year).

Museums that engage in well-planned, relevant activities, appropriate to their size and scope, and that increase the public's access to their collection and the knowledge surrounding it will be assessed favorably. It is the quality, not quantity of activity that is important.

### Selection of Jury

Applications from each stream will be adjudicated by a volunteer peer jury. To ensure objectivity, each jury will be comprised of individuals who are not affiliated with a grant application in that stream.

## Privacy Statement

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SaskCulture is committed to protecting the confidentiality and privacy of our applicants, members, volunteers, clients, partners, and employees.

All information in the MGP application will remain confidential. SaskCulture collects, uses and distributes funding information in order to adjudicate and manage the Cultural Section of the Saskatchewan Lotteries Trust Fund and to promote cultural activity within the province.

By signing the MGP application you authorize SaskCulture Inc. to publish your organization's name, location and funding amounts, as well as anecdotal information for promotional and advocacy purposes.

Please contact SaskCulture if you would like to withdraw your consent to these stipulations.

## Funding Obligations

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MGP funding is granted to a museum to assist with its upcoming fiscal year(s).

Funds may only be used for the eligible activities outlined in your application. Significant changes to the use of funds must be approved by SaskCulture. All MGP funds must be spent in the year they are allocated and may not be transferred to other activities or organizations. Any MGP funds not spent for the year allocated must be returned to SaskCulture.

### Follow-Up Reports

Stream I grant recipients will receive 100% of their allocation with the notification of a successful application. Stream I grant recipients will report on the grant received as part of their annual application to the Museum Grant Program. If a new application is not submitted, then a separate follow-up report will need to be completed.

Successful Stream II and Stream III applicants will be funded for 2 years. They must provide an Interim Report at the end of the first year, however, they need only apply for funding once every second year. Stream II and Stream III museums will receive 100% of their year one allocation. Adjustments to year two funding may be made pending review of the museum's follow-up interim report.

This Interim Report must detail the activities through the museum's fiscal year and indicate how it met the goals of the MGP. Please include an annual report and an audited financial statement as part of your Interim report.

Interim Report forms will be available on the SaskCulture website or will be available upon request.

### Recognition

Organizations receiving grants must publicly acknowledge SaskCulture and Saskatchewan Lotteries as supporters of their activities. Logos and promotional materials are available to successful applicants.

### On-line survey

**No on-line survey is required this year.**

***Failure to meet the above funding obligations to the satisfaction of SaskCulture will be grounds to restrict access to future funding.***

# NEW APPLICANT PROFILE

**Only complete this section if your museum is a first time applicant to SaskCulture's Museum Grant Program.**

## I. Applicant Profile

1. Year the museum was first open to the public \_\_\_\_\_
2. I have included a copy of the museum's most recent Corporate Registry Profile from Saskatchewan Justice.  Yes
- 3a. If your museum is **not** a registered Non-Profit Corporation, please indicate your governing authority:
  - Educational Organization
  - Religious Organization
  - Library Board
  - Recreation Board
  - Municipal Council
  - Other \_\_\_\_\_
- 3b. Has this governing authority established a separate committee with its sole responsibility being the management of the museum?  Yes  No

Please answer the following questions on separate pages and include with your application.

4. Provide a copy of your museum's organizational chart (if available).
5. Provide a copy of your museum's Statement of Purpose/Mission Statement.
6. Provide a brief history of your museum.
7. Describe your collection and explain how it relates to your statement of purpose.
8. Describe how your collection is documented.

**II. Collections** (includes activities such as: acquisitions, copyright, documentation, cataloguing, loans, repatriation, research, oral history, care of collections, storage, pest management).

1. Indicate which of the following written collections' policies your museum has in place.

- Acquisitions Policy
- Collections Care Policy
- Collections Management Policy
- Copyright Policy
- De-accessioning Policy
- Loans Policy
- Repatriation Policy
- Research Policy
- Other Policies \_\_\_\_\_

2. Indicate which of the following written management policies your museum has in place.

- Statement of Purpose
- Conflict of Interest
- Dissolution Policy
- Financial Management Policy (Fund Raising)
- Human Resource Policy (for both volunteer and paid staff)
- Museum shop / sales policy
- Training/Professional Development Policy
- Volunteer Policy
- Other Policies \_\_\_\_\_

**III. Communications** (includes activities such as: public programming, audience development, education programs, exhibits, publications, visitor services, membership programs, marketing).

1. Indicate which of the following written Communication policies your museum has in place.

- Education Policy
- Exhibition Policy
- Identification / Authentication Policy
- Marketing Policy
- Membership Program Policy
- Public Programming Policy
- Publications Policy
- Other Policies \_\_\_\_\_