

Arkansas Humanities Council

Guidelines for Operating Grant for Small Museums

Who May Apply

The Arkansas Humanities Council invites grant applications from small museums and historical societies who do not receive state or federal funds for operation, whose mission is to promote, educate, preserve, Arkansas history and heritage, and who meet the criteria set forth by the American Association of Museums' definition that "a public or private nonprofit agency or institution organized on a permanent basis for essentially educational or aesthetic purposes, which, utilizing a professional staff, owns or utilizes tangible objects, cares for them, and exhibits them to the public on a regular basis." The following are the types of museums/organizations that are eligible to apply:

- History Museums
- Historical Societies
- Historic Houses and Sites
- Military Museums

Eligibility Requirements

To apply for an Operating Grant for Small Museums, a museum must meet the following requirements set forth by the Arkansas Humanities Council and the American Association of Museums and the Department of Arkansas Heritage:

- Be located in Arkansas
- Have a tax exempt status (501 (c) (3)) with the Internal Revenue Service or be part of a nonprofit organization
- Receive no state or federal funds for operating costs
- Have strong educational component to the museum's/organizations programming
- Have a formally stated and approved mission statement
- Use and interpret objects and/or a site for the public presentation of regularly scheduled programs and exhibits
- Have a formal and appropriate program of documentation, care, and use of collections and/or objects
- Carry out the above functions primarily at a physical facility or site
- Have been open to the public for at least two years
- Be open to the public at least 90 days per year

- Have at least one professional staff member with museum knowledge and experience
- Have a full-time director to whom authority is delegated for day-to-day operations

General Conditions

There are five general conditions for Operating Grants for Small Museums.

- The museum must have an annual operating budget of \$250,000 or less
- It must have a staff of at least one person
- Staff may be paid or unpaid
- The museum staff must devote time primarily to the care of the museum and its collections
- The museum must be open to the public at least 90 days per year

Eligible Activities

Operating Grants for Small Museums can be used to underwrite an eligible museum's general operating expenses. The following expenses are eligible for inclusion within the grant application. They are as follows:

- Conservation materials
- Building and grounds maintenance
- Operating costs for utilities and HVAC
- Equipment purchase (\$1,000 limit)
- Accessioning of artifact collections
- Contract labor
- Research
- Website design and maintenance
- Exhibits
- Interpretation (brochures, educational programming, and exhibits)
- Educational programs for K – 12 students
- Printing, publicity, and marketing
- Postage and telephone
- Travel and transportation
 1. In-state travel for research and training
 2. Lodging for museum staff only
 3. Transportation costs required for research and training must be itemized, stated in the form of roundtrip miles, and not to exceed the government rate of .51 per roundtrip mile.
 4. Meals for paid and non-paid museum staff

- Staff Training
 1. Museum practices and standards
 2. Archival training
 3. Interpretive training
 4. Collection management

Ineligible Activities

Small Museum Operating Grants may not be used to fund the following:

- Acquisitions of objects for the collections
- Capital improvement projects
- Salaries and honoraria
- Projects that serve a religious purpose or promote religious principals
- Exhibitions or public programs that are not available to the general public or taking place outside of the state of Arkansas
- Public programs that are offered through funds associated with this grant, must be free and open to the public
- Prizes and awards
- Expenses for entertainment
- Any state or federally funded museums
- Food for special or continuing programs

Deadline for Submission

The deadline for Small Museum Operating Grants is May 1, 2011. Since May 1 falls on a weekend, **applications must be postmarked on or before May 2, 2011**. Please mail the **original signed application and six copies** to the Arkansas Humanities Council, Attn: Jama Best, Senior Program Officer, 407 President Clinton Avenue, Suite 201, Little Rock, AR 72201.

Grant Period

The following timeline for processing grant applications and implementing projects is stated below for your information and planning purposes.

- Deadline for submission is May 2, 2011
- Deadline for revisions or additional material is May 31, 2011
- Grants will be awarded on/or before June 30, 2011
- Funds will be available 15 days following the award date

Applications

Applications for the Small Museum Operating Grants may be obtained through the Arkansas Humanities Council website at www.arkhums.org or by contacting Jama Best, Senior Program Officer, Arkansas Humanities Council, 407 President Clinton Avenue, Suite 201, Little Rock, AR 72201, by phone at 501-320-5761 or via email at jamabest@sbcglobal.net .

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