



FY25 Assisted Collections Project Grant

Open: July 1, 2024 | Close: July 26, 2024 at 5pm

This opportunity provides awards up to \$5,000 for materials, and professional assistance to help complete preservation projects

GENERAL INFORMATION

The Assisted Collections Project Grant is intended to holistically address collections care in museums by providing funding for necessary supplies and project consulting support. The Assisted Collections Project Grant will help support primarily small museums by providing grant funds to complete collections preservation projects identified as part of a Preservation Site Assessment. This program is by application only and will be limited by available funding. All participating museums must be able to match the \$5,000 grant at least 1:1 with a combination of cash and in-kind, and commit to a full year of working on their agreed upon project with Museum Field Services in order to receive the funding.

If selected, participating museums will:

1. Receive a Preservation Site Assessment as a part of the grant award.
 - a. A Preservation Site Assessment will determine the prioritized needs of your museum collections and facilities. The Site Assessment is built around mitigating the impacts of agents of deterioration.
2. Building upon the findings of the Preservation Site Assessment, museum staff, in consultation with a Museum Field Services provider, will determine which portions of the Assessment can be addressed with the funding and within the scope of the grant timeline.

- a. Funding for materials related to the project will be awarded up to \$5,000. It is this part of the grant that needs to be matched 1:1 by the successful grantee.
- b. Grantees will receive additional support from consultants selected and contracted by the Museum Field Services program.
- c. Past projects have included:
 - i. Ventilation improvements to a collections laboratory to protect the health and safety of museum volunteers.
 - ii. Consultation and staffing to develop [core documents](#).
 - iii. Collection material cleaning and rehousing.
 - iv. Professional development training for staff/volunteers.
 - v. Structural repairs to buildings: building modifications for collections preservation purposes or building maintenance projects that directly affect the long term care of collections.
 - vi. Upgrades to collections management software (CMS) to improve intellectual control and to perfect title of collections objects.
 - vii. Conservation of complex collections objects (objects with known hazards, taxidermy, firearms, costume or textiles, etc.)
- d. Potential projects can NOT include:
 - i. Historical markers, monuments, or plaques
 - ii. Endowments
 - iii. New exhibits or interpretation work
 - iv. Acquisition of objects for a collection
 - v. Lobbying expenses
 - vi. New capital projects
 - vii. Deficits
 - viii. Hospitality (food/drinks)
 - ix. Out of state travel

APPLICATION PROCESS

Eligible applications will be reviewed by Utah Museum Field Services staff based on the criteria outlined in the guidelines. The Utah Arts & Museums Board will review staff recommendations and approve final funding. Funding for this grant opportunity is provided by Utah Arts & Museums, and administered by the Utah

Museum Field Services team, a partnership between Utah Arts & Museums (UA&M), the Utah Historical Society, and Utah Humanities.

UA&M is a state agency that provides public funding for arts and museums. As a public entity, it reserves the right to make final decisions about the use of public funds for projects, programs, acquisitions, commissions, or other activities as deemed appropriate by the division, board and/or community standards. No organization or individual is guaranteed funding from one year to the next.

UA&M takes the responsibility of awarding public funding seriously. UA&M carefully follows grant review and award procedures as permitted by statute and board policies. UA&M reserves the right to revoke awarded public funds (current, multi-year, and/or future) as deemed necessary.

WHO CAN APPLY?

- Utah-based museums and collecting institutions that:
 - have been open to the public for at least one year prior to application.
 - have completed all final reports for previously received funds from Utah Arts & Museums and Utah Humanities.
- *Please note:** state institutions such as state heritage parks or state managed universities are ineligible for this funding.

REQUIRED MATCH

All grants require a 1:1 match. Project grants can be matched with a combination of cash funds and in-kind services. The match must be a minimum of 1:1 for the grant requested, but not more than \$5,000 (for the materials cost).

- For all grant requests, \$1,000 of the match must be cash for the project. In addition to the minimum cash match, in-kind services may also be counted towards the match. Cash can be in the form of donations, earned revenue, or operational budget specific to the project.
- In-kind services must also be directly associated with the project. In-kind contributions include any non-cash support that your museum receives. Volunteer time should be included as in-kind services and should be accounted for at the [national value of a volunteer hour](#), which is \$33.49,

except for professional services (such as a consultant or legal services) which can be counted at the professional's going rate. Materials and supplies such as waived rent and utilities can be shown as in-kind goods estimating the value your museum would otherwise need to pay.

ELIGIBILITY POLICIES

- o Funding is restricted to organizations based in and primarily serving the residents of Utah.
 - o The [Utah Budgetary Procedures Act](#) prohibits this grant from being awarded to any state entity, including museums residing within a state-run institution of higher education or a state park museum.
 - o Organizations that are receiving an FY24/FY25 General Operating Grant from UA&M are ineligible to apply.
 - o Organizations may not apply if there are any outstanding financial or reporting obligations due to UA&M, Utah Humanities, or the Utah Historical Society for any previously-awarded grant funds.
 - o Organizations must list any events on [Now Playing Utah](#).
 - o Indirect costs for facilities, administration, or other overhead are restricted to the federally-negotiated indirect cost rate or the de minimis cost rate not to exceed 10%.
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APPLICATION QUESTIONS

All applications must be submitted online through the grant application portal at uamgrants.utah.gov. If you do not currently have access to the portal, it can take up to two days to get a portal account, so plan accordingly.

Below is a list of the questions that you will find in the online application.

General Information (not scored)

- o Museum Director Contact information

- o Federal tax ID# or EIN
- o Federal Unique Entity Identifier (UEI) (optional)
- o Mission statement of museum
- o Year museum first opened and started exhibiting objects to the general public
- o Approximate number of visitors annually
- o Approximate number of hours open to the public in the last year
- o Number of full-time employees
- o Number of part-time employees
- o Number of volunteers
- o Number of seasonal workers
- o Current W9 for organization
- o If you received a Direct Grant Award from the Utah State Legislature this year, please list the amount and the purpose of the award.

Project Information (100%)

- o **Describe your organization's need for a Preservation Site Assessment process. (up to 3,000 characters)**
 - o Here, we are looking for more information about your organization's existing care for collections, including status of buildings, heating and cooling systems, policies governing care for collections, and staffing/budget that apply to the operations of your collections.
- o **Describe your organization's commitment to carrying out the findings of the Preservation Site Assessment recommendations. (up to 3,000 characters)**
 - o Here, we are looking for a demonstration of your understanding that the work to be completed under this grant will be decided upon and planned with the input of a site assessment report and in consultation with a collections professional.
- o **Tell us how and why this opportunity will benefit your museum and collections. How will your museum ensure that the collections preservation work done under the grant will be sustained after the life of the project? (up to 2,500 characters)**
 - o Here, please tell us about the limitations of your collections preservation as it currently exists. Please demonstrate the significance of the materials at risk or in need of better preservation, as well as how the museum can commit to the sustainability of better preservation methods once they've been implemented.

- o **What are the projected sources of income for this project (aside from this Arts & Museums grant).**
 - o Example: Sale of merchandise, admission tickets, fundraiser, private donation, etc.
- o **What are the projected sources of match (cash and/or in-kind) for this project?**
- o **Based on the source(s) you listed above, what is the TOTAL amount of in-kind you will have for this project?**

REVIEW PROCESS/TIMELINE

All applications will be reviewed by a panel of Utah Museum Field Services staff. The Utah Museum Services Board reviews and approves all funding recommendations.

Grant Opens: July 1, 2024

Deadline: July 26, 2024 at 5pm

Funding Notification: After August 15, 2024

Payment Disbursed: First payment will be sent after receipt of signed contract. The second payment will be sent at the end of the project once the final report has been submitted.

Period of grant performance will be July 1, 2024 to June 30, 2025

Final reports will be due August 1, 2025

Please note that the grant staff may request additional information prior to or after awarding this grant in order to satisfy compliance with Utah State grant requirements.

WHAT IF MY MUSEUM RECEIVES A GRANT?

The steps for receiving a grant award are as follows:

- 1) You will receive an email notifying you of your grant award.
- 2) All of our contracts are sent electronically. You will receive an email from CongaSign asking you to review and sign the contract with an e-signature. You do not need to download any special software to use this.
- 3) When you sign your contract, the contract will then be sent to our office and the State Finance Office for authorizing signatures. Once all appropriate

parties have signed, you will receive another email from CongaSign notifying you that your contract has been executed. The email will include an attachment of the executed contract as a PDF.

- 4) After our office has received the executed contract from CongaSign, we will process the first portion of your payment. Payments take two to three weeks to be processed and mailed to the grantee. Payments will be split and the final payment will arrive at the completion of the final report.

GRANTEE RESPONSIBILITIES

As a grantee, you will need to ensure you do the following:

- o Give credit to the National Endowment for the Humanities, Utah Division of Arts & Museums (UA&M), Utah Humanities, and Utah Historical Society.
- o Ensure all grant funds are spent by June 30, 2025.
- o Complete a final report form online at uamgrants.utah.gov as instructed in the award letter.

Unless otherwise indicated, UA&M may use submitted text and images in reports and publications. Please include photo credit information.

CONTACT US WITH QUESTIONS:

Need help with the questions in the application?

Emily Johnson, Museum Services Manager · emilyjohnson@utah.gov

Need help with the online grant portal/other technical issues?

Laurel Cannon Alder or Racquel Cornali, UAM Grants Team · uamgrants@utah.gov