

# Museum Grant Program (MGP) Guidelines

Updated September, 2010

## General Information

---

### 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 Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.

### Objectives

- To provide a lever for additional funding assistance from other funding agencies (e.g.) matching funds.
- To assist museums in raising their profiles within their local communities and broader.
- 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.

### Eligibility

#### *Applicant Eligibility:*

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, religious organization, library board, recreation board or other incorporated body;
- 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 funding directly from the Culture Section of Saskatchewan Lotteries Fund;
- Receive funding directed by the Government of Saskatchewan.

Contact SaskCulture for application assistance if your museum has not applied previously to the Museums Grant Program. New applicants will need to complete a 2 page Profile of their organization along with their application which is at the end of these Guidelines.

### ***Eligible Activities:***

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.

### **Application Deadline**

Applications must be postmarked December 1, annually. If December 1 is a non-business day, applications must be delivered or postmarked the following business day.

Completed applications (six copies) may be mailed to:  
SaskCulture Inc.,  
#600 - 2220 12th Avenue, Regina, SK S4P 0M8

## **Funding Allocations**

The amount granted to each museum depends upon the following:

- The merit of a museum's operations, as adjudicated by the peer Jury, utilizing the Museums Association of Saskatchewan's Standards for Saskatchewan Museums – 2002;
- 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).

## **Maximum Funding Allocations**

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 \$5,000

Stream II - up to 50% of the museum's annual budget for the upcoming year, to a maximum of \$10,000

Stream III – up to 50% of the museum's annual budget for the upcoming year, to a maximum of \$25,000

## **Decision-Making Process**

There are three peer 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.

## **Follow-Up Reports**

Stream I and Stream II museums will receive 100% of their allocation with the notification of a successful application. They will need to report on their progress in the year as part of a new application to the Museum Grant Program application. If a new application is not submitted, then a separate follow-up report will need to be completed.

Successful Stream III applicants are placed on a two-year cycle. They must provide follow-up interim reports for each year, however, they need only apply for funding once every second year. Follow-up reports are due to SaskCulture 90 days after the museum's fiscal year end. Follow-up forms are mailed to museums with the notification of success.

All MGP funds must be spent in the year they are allocated. Any MGP funds not spent that year must be returned to SaskCulture.

## Acknowledgement

Financial support from Saskatchewan Lotteries Trust Fund must be publicly acknowledged at every opportunity by your museum. The SaskCulture and Saskatchewan Lotteries Trust Fund logos should be used on your promotional materials.



## Timelines

December 1	Application Deadline
December to February	Assessment of applications by each Museum Grant Program adjudication panel
February/March	Approval letters and cheques sent to museums

## Funding Streams

---

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 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, and their proposed budget for next year. Stream III museums should include a proposed budget for the next 2 years.

## Funding Stream Expectations

### *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 will 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 peer jury. The maximum level of funding a museum in this stream could potentially receive is \$5,000. The museum must come up with at least 25% of its revenue from non-Lotteries money.

## ***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/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.

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 peer jury. The maximum level of funding a museum in this stream could potentially receive is \$10,000. The museum must come up with at least 50% of its revenue from non-Lotteries money.

### ***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 peer jury.

Stream III museums are on a two-year funding cycle. These museums can potentially receive \$25,000 per year, of which at least 50% of their revenue must come from non-Lotteries money.

These museums will provide a follow-up report to SaskCulture for each year and will only need to apply for funding every second year.

## Completing the Application Form\_\_\_\_\_

### **General Considerations**

It is important that applicants review the *Standards for Saskatchewan Museums*, and your museum's previous application and summary report. By reviewing standards, you can identify where your museum is making progress towards achieving standards, which activities your 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

Please type your application as the jury will find it easier to read.

### **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 Process

---

### Standards for Saskatchewan Museums

The MGP is based on *Standards for Saskatchewan Museums*. The three main sections in the grant application correspond to sections in the standards document. For information about using standards in your museum or on museum practices, or to obtain a copy of *Standards for Saskatchewan Museums*, contact:

Wendy Fitch, Co-Manager, Research & Museum Development, Museums Association of Saskatchewan

Phone (306) 780-9280 Toll free number : 1-866-568-7386  
Email [wendy.fitch@saskmuseums.org](mailto:wendy.fitch@saskmuseums.org) Website: [www.saskmuseums.org](http://www.saskmuseums.org)

### Peer Jury Process

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 Peer Jury

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

### Appeal process

There is no appeal process to review the jury's decision on points allocated or funds awarded.

### Submitting the Application

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

Applicants must submit **SIX (6)** copies of their grant application. Please ensure your application is legible. Applications that are post-marked past the due date will not be considered

Please contact SaskCulture if you are uncertain about which attachments to submit, or if you have any questions regarding the application form.

**Paul Gingras, Organizational Outreach and Development Coordinator**

**SaskCulture 600, 2220 12th Avenue, Regina, SK S4P 0M8**

**Phone: (306) 780-9813, 1-866-476-6830 (outside Regina)**

**Fax: (306) 780-9252**

**E-mail [pgingras@saskculture.sk.ca](mailto:pgingras@saskculture.sk.ca)**

**Website : [www.saskculture.sk.ca](http://www.saskculture.sk.ca)**

## NEW APPLICANT PROFILE

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

### 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.

**III. 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 \_\_\_\_\_

3. 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 \_\_\_\_\_

**IV. 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 \_\_\_\_\_