

Community Museum Grants Program Guidelines

1.0 Definition

For the purposes of the Community Museum Grants Program (CMGP), a “museum” is a non-profit, permanent establishment that is administered by a representative board in the public interest for the purpose of conserving, preserving, studying, interpreting, assembling and exhibiting to the public, for the instruction and enjoyment of the public, objects and specimens of educational and cultural value including artistic, scientific, historical and technological material. It is open to the public during regular hours, and does not exist primarily for the purpose of conducting temporary exhibitions.

2.0 Program Objectives

- To provide support for facilities that serve to protect and interpret Manitoba's heritage resources.
- To improve the quality of museum collections and programs throughout Manitoba.
- To encourage and support a balanced interpretation of Manitoba's heritage.
- To strengthen community identity and contribute to a sense of place and belonging in Manitobans throughout the province.
- To facilitate the effective use of available resources through co-operation between Manitoba's museums and related institutions and organizations.

3.0 Eligibility Criteria

To be eligible for a Community Museum Grant, an institution must:

- have a clearly defined Statement of Purpose (see section 7.1)
- have been open to the public the previous year for a minimum number of days and a specified number of hours; (see section 4.0)
- have a governing authority (board, council, committee) solely responsible for its management and with clear reporting lines to the public
- be a non-profit corporation or be a public institution operated by a municipality, historical society, library, university or Indian Band
- hold clear ownership of a majority of items in its collection

- have a definable site with space designated for museum purposes
- maintain separate financial records related to the operation of the museum
- not receive operating grants directly or indirectly under other grant programs of the Manitoba Government
- show a reasonable level of attendance for the area and size of museum
- agree to permit and co-operate in an annual evaluation of the museum if required by the Minister of Sport, Culture and Heritage

Ineligible CMGP expenditures pertain to:

- aquaria, botanical gardens, zoological gardens
- interpretive centres that do not maintain collections
- archives
- societies and associations
- start-up costs
- capital expenditures
- budget deficits
- purchases of collections

4.0 Levels of Support: Funding Formula & Criteria

Eligible museums may apply for operating funds in one of two levels. Museums must meet criteria for the appropriate level.

Level I

The Level I grant is calculated as 90% of locally-raised funds*, up to the maximum for the level. Maximum funding for a Level I grant is: Up to \$1,350.00.

To receive a Level I grant, an institution shall be open to the public a minimum of 30 days per year, totalling no less than 120 hours.

Level II

The Level II grant is also calculated as 90% of locally-raised funds*, up to 45% of normal operating expenses, or the maximum for the level. Maximum funding for a Level II grant is: Up to \$3,150.00.

To receive a Level II grant, an institution shall:

- be open to the public a minimum of 60 days per year totalling no less than 240 hours
- have a written Collections Policy
- have a Registration (Cataloguing) Procedure
- have a written Deaccessions Policy
- have a written Basic Conservation Policy
- include with application, or have on file with the Department, a Statement of Purpose

*Note: "Locally-raised funds" will include monies obtained from local government sources, memberships, fundraising, cash donations, fairground booths, concessions, programs, interest income and funds derived from other museum activities. Federal and provincial grants are excluded, as are the value of donated artifacts and volunteer labour.

Please Note: For both Level 1 and Level 2 grant applicants, grants calculated at less than \$100.00 will not be processed.

5.0 Application Procedure

Your application must be postmarked, faxed or emailed **on or before the first day of June** of the year for which the grant is requested. It should be submitted to Historic Resources Branch, Manitoba Sport, Culture and Heritage.

Applications to the CMGP must be **completed in full** before they will be considered as qualifying for funding. In addition, museums must include the following information with the application:

Financial Statements

- The latest available certified true financial statement of the museum. (Provided with the application form is a financial format to follow when preparing your last year's financial statement.)
- Unaudited financial statements are accepted from smaller organizations. However, these must be signed by two officers of the organization and by the individual responsible for the preparation of the statement.
- All grants received by the museum must be listed individually as part of your revenue statement (this is important since this revenue can affect the level of financial support for which your museum is eligible from Manitoba Sport, Culture and Heritage).

Plan and Budget Forecast

- A plan and budget forecast for the year in which you plan to use the Community Museum Grant (see blank Annual Plan, attached).

Annual Report

- An annual report of activities, or a copy of the minutes of your museum's annual membership meeting (see section 8.0).

6.0 Disbursement of Grants

All payments will be paid out on a lump sum basis.

Publicity or promotional material for activities funded under these programs should credit Manitoba Sport, Culture and Heritage.

7.0 Recommended Policy Standards for Level II Museums

7.1. Statement of Purpose

- a) reason for existence
- b) functions performed
- c) geographic area served
- d) subject area
- e) time period
- f) method of amendment

7.2. Collections Management Policy

- a) defines methods of acquisition
- b) provides for documented legal transfer of ownership
- c) defines intended uses of collections and museum's position on duplicates
- d) defines museum's position on loans
- e) defines the authority responsible for approving acquisitions
- f) makes a commitment to develop written procedures for cataloguing
- g) asserts the museum's right to deaccession

7.3. Cataloguing/Registration Procedures

- a) definitions of key terms (eg. registration, accessions)
- b) definitions of records maintained at the museum (eg. gift form, ledger, accessions, etc.)
- c) description of registration process (eg. general overview, point form)
- d) explanation of how to prepare and manage records with examples of forms
- e) description of methods used to associate objects with their records (eg. numbering system, methods to mark artifacts)

7.4. Deaccessions Policy

- a) definition of acceptable criteria for deaccessions
- b) definition of acceptable methods of disposal
- c) commitment to maintain records of deaccessions
- d) definition of the authority responsible for approving deaccessions
- e) commitment to develop written procedures for deaccessioning

7.5. Basic Conservation Policy

The Museum recognizes the importance of preserving the collections entrusted to its care by:

- a) delegation of an individual who will be responsible for collections care
- b) a commitment to establish, monitor and maintain standards for temperature, humidity and lighting
- c) a commitment to protect the collections from fire, flood, vandalism, theft, pests, poor handling and improper display condition
- d) a commitment to provide clean, orderly and safe storage
- e) a commitment to consult with and be guided by the advice of qualified experts in conservation before undertaking cleaning, repair or restoration of objects
- f) a commitment to maintain records of any alterations or repairs
- g) a commitment to undertake training in the care and handling of collections

8.0 Guidelines for Preparing Annual Reports

An annual report is a written record of the museum's activities and accomplishments during the previous year. It should be a concise yet comprehensive account of the year's events. Your annual report should include:

- a short message from the president highlighting the year's activities
- names of the executive, board members and staff (including summer staff)
- the number of days and hours the museum was open
- the number of museum visitors, members, and volunteers
- a short summary of activities (eg. exhibits, programs, fundraising efforts, special events)
- a short summary of work done on the building(s) or grounds
- a short summary of the number of new collections received
- a short summary of any publicity (eg. newspaper articles) received by the museum
- a statement of what the museum hopes to accomplish next year

Minutes of the museum's most recent annual meeting are acceptable if they contain this information.

A financial statement may be included in the annual report or it may be a separate document. Either the financial statement or the annual report must contain a budget for the coming year.

Manitoba Sport, Culture and Heritage

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