



2009 Institutional Project Grant

The Kansas Museums Association established this grant program in 1996 to advance Kansas museums. Institutional Project Grants provide financial assistance to Institutional members to conduct small projects that improve the quality of their museum operations. Past projects included renovating an exhibit case, conducting a series of programs, and upgrading storage facilities for a segment of the collection. Grants are not restricted to these examples and any special project that supports the mission of the museum, improves its operations, and conforms to accepted museum practices and standards are eligible for funding. In recent years this program has been highly competitive and not every proposal will receive a grant.

Who is eligible? Any current Institutional member of KMA may apply except those institutions to which members of the Grant Selection Committee are affiliated. Preference will be given to institutions that have not received a grant in the past two years.

What expenditures can be funded? Grant monies can be applied to any project-specific expenditure. These include, but are not limited to: materials, supplies, services, postage and printing. Tools or equipment can be purchased, but must be required for the specified project. Routine operating expenditures, such as utilities, staff salaries and general supplies are excluded from funding.

For more information on previously funded projects visit www.ksmuseums.org/grants.html

How do I apply? Mail the following items postmarked by **September 15, 2009** to:
Kansas Museums Association, P.O. Box 1946, Salina, KS 67402-1946.

- (3) copies of your completed application form
- (3) copies of a one-page detailed budget summary

No e-mail, faxed or hand-delivered applications can be accepted. Questions regarding the application process should be directed to the Institutional Project Grant chair: Marla Day, Phone: (785) 532-1328 Email: mday@k-state.edu

How much can be awarded? Up to \$400 can be awarded per grant. Smaller requests are acceptable.

When will the grant be awarded? Grant recipients will be notified by October 23, 2009. The grant recipients will be announced at the KMA Annual Conference, November 4-6, Hutchinson, Kansas. Expenditures must be completed within one year. Under special circumstances, recipients may request an extension.

Who will judge the grant applications? The KMA Board of Directors will appoint three Individual members of KMA to serve as the Grant Selection Committee. The committee determines grant recipients and award amounts. However, all monies might not be awarded. Decisions of the committee are final.

Are there strings attached? The only requirements are that the money be used for the specified purpose and that, at the end of the grant period, the recipient submits an itemized expenditure list, and writes a short article about the project for the KMA newsletter.

2009 Institutional Project Grant Application

Institution: _____

Contact person: _____

Address: _____

Telephone: _____ **Email:** _____

Institution's mission statement:

Amount requested: \$ _____

Will this grant fund the entire project? ____ Yes ____ No

If NO, what percentage will this grant fund?

Name of the Grant Project: _____

Project start date: _____

Project completion date: _____

Describe the project:

How does this project support the mission of this institution?

Specifically, what expenditures will be made with these funds?

Specifically, how do these expenditures support this project?

AGREEMENT

I certify that any grant award will be used as described in this application and that the terms of the KMA Institutional Grant Program will be honored. I further certify that I have the authority to make this commitment for this institution.

Signature _____ Date _____

Title: _____

KMA USE ONLY

Recd:	Y/N	Amount	Newsletter Issue	Expenditure list
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