

**EXHIBITION RENEWAL AND MUSEUM ACTIVITIES SUPPORT PROGRAM**

**APPLICATION DEADLINE: OCTOBER 15**

**CHECK THE COMPONENT RELATED TO YOUR APPLICATION:**

<p><b><u>Exhibition Renewal</u></b></p> <p><u>75% of total cost</u> <u>Maximum \$10,000</u></p> <p><input type="checkbox"/> Construction of an exhibition  <input type="checkbox"/> Renewal of an existing exhibition  <input type="checkbox"/> Creation of a travelling exhibition</p>	<p><b><u>Museum Activities Support</u></b></p> <p><u>75% of total cost</u> <u>Maximum \$10,000</u></p> <p><input type="checkbox"/> Design of a new interpretation program or educational activities  <input type="checkbox"/> Implementation of complementary museum activities  <input type="checkbox"/> Improvement of storage space  <input type="checkbox"/> Conservation treatment of artifacts</p>
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Please refer to the guidelines which contain important information about the criteria and conditions of this program.

**PROJECT INFORMATION**

Title			
Museum Activity Project Name			
Implementation period. Indicate start and end dates of project for which assistance is requested	Start:	End:	
Grant requested		<b><u>For Office Use Only</u></b> Grant approved	\$

**APPLICANT INFORMATION**

Legal Name of Organization			
Address (Org.)			
City or Town		Postal Code	
Telephone (Org.)	(506) -	Telephone (contact person)	(506) -
E-mail (Org.)			

## EVALUATION CRITERIA

**Please use the evaluation grid below as a checklist.** Projects are evaluated based on the following criteria:

Exhibition Renewal / Museum Activities	✓	Score	Department Use Only
Project Description	<input type="checkbox"/>	10	
Project Objectives	<input type="checkbox"/>	5	
Originality of the project	<input type="checkbox"/>	5	
Detailed work plan and work schedule	<input type="checkbox"/>	10	
Content (storyline, audio-visual elements, labels, documents and objects)	<input type="checkbox"/>	5	
Use of the collection and artefacts in the project	<input type="checkbox"/>	10	
Preliminary design for the selected space	<input type="checkbox"/>	10	
Impact of the project on the community and general public	<input type="checkbox"/>	10	
Community interest and involvement in the project	<input type="checkbox"/>	10	
Planned evaluation measures	<input type="checkbox"/>	10	
Project Budget	<input type="checkbox"/>	10	
Letter(s) of support indicating the nature of announced contributions (monetary value, in-kind) and an excerpt from the minutes	<input type="checkbox"/>	5	
<b>Total:</b>		<b>100</b>	

### **Please answer the following questions:**

#### **1. PROJECT DESCRIPTION**

Summarize the project in about 250 words (not more than one page).

#### **2. OBJECTIVES AND ORIGINALITY OF PROJECT**

Clearly state the objectives and indicate the potential significance and originality of the project.

#### **3. DETAILED WORK PLAN AND WORK SCHEDULE**

Provide a detailed work plan of your project including a calendar with a realistic time frame. Logically organize your project's steps. The best way to achieve this work is to create a strategy. The strategy should answer the "How" you will reach your objectives.

#### **4. CONTENT AND USE OF COLLECTION**

Include a document that presents your storyline, the documents and/or artefacts chosen for this project, a sample of the label texts and if applicable the audio-visual elements selected.

Present the themes selected for your activity, for which audiences are you developing your activity?

Where will it be presented? How many presentations or showings are you planning?

Explain how your project will use, showcase and benefit your collection.

#### **5. PRELIMINARY DESIGN FOR THE SELECTED SPACE**

Include a preliminary design of the space selected for your project (for example: layout of your exhibition, physical description of the work in your storage area, or location(s) and selected space(s) for public programming)

#### **6. IMPACT OF THE PROJECT ON THE COMMUNITY AND GENERAL PUBLIC**

Indicate how your project will have an impact on your local community and the general public. How will your project benefit your organization and the heritage community?

**7. COMMUNITY INTEREST AND INVOLVEMENT IN THE PROJECT**

Provide information on how this project is supported by your community. Please include any support documents from community groups or organizations that will play a role in the development of your project.

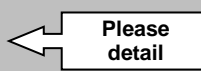
If your project is an educational program, please include letters of support from schools who will partner in your project.

**8. PLANNED EVALUATION MEASURES**

Indicate how the project will be evaluated to ensure that its message has been understood, using front-end, formative or summative evaluations. **Front-end evaluation** tests conceptual ideas during the initial planning stages of a project; **formative evaluation** tests components during the design stages of a project; **summative evaluation** is carried out at the conclusion of a project.

**9. PROJECT BUDGET FORM FOR ALL COMPONENTS:**

(This Project Budget Form is part of the application. Provide completed and detailed information for each section. Applications with incomplete budgets will not be recommended for approval. Total project revenues must equal total project expenses.)

Direct Expenditures		\$	% Total	
Salaries and benefits				
<ul style="list-style-type: none"> <li>▪ Maximum set at 20% of the amount requested</li> </ul>	\$			
<ul style="list-style-type: none"> <li>▪ Contribution from the applicant or partner</li> </ul>	\$			
Professional and consulting fees				
Fabrication contracts				
Equipment and supplies				
Travel and expenses				
Space and equipment rental				
Transportation				
Administration (Maximum set at 5% of the total project budget)				
Other costs (specify):				
<b>Total Expenditures:</b>			<b>100%</b>	
Monetary Revenues		Pending	Confirmed	% Total
<b>Government Contributions</b>				
Provincial government (Archaeology and Heritage Branch)				
Federal government				
Municipal government				
Other (specify):				
<b>Non-Government Contributions</b>				
Applicant organization's financial contribution				
Private-sector contributions and donations				
Other (specify):				
<b>Total Revenues:</b>				<b>100%</b>

**FINANCIAL AND IN-KIND SUPPORT FROM OTHER SOURCES**

If you receive financial support from other sources, please include appropriate documentation, such as letters indicating the nature of the support projected or provided, monetary or in-kind. This documentation should indicate the dollar amount provided and what type of work will be supported by this contribution.

Please note that in-kind contributions must be detailed with the monetary value associated to the specific contribution (for example: # of volunteers doing general labour x # of hours at the minimum wage rate, # of volunteers doing skilled labour x # of hours at a rate of \$25 an hour, donated materials at verified fair market value and donated accredited professional services at verified fair market value).

**DECLARATION OF APPLICANT**

I hereby agree to provide all requested information as well as any other supporting documents needed to evaluate this application. I understand that my application may be disqualified if it is incomplete, and that projects or parts of projects started or completed before the application is received will not be funded retroactively.


I recognize that applications are approved subject to availability of funds, and beyond the provision of a grant, the Government of New Brunswick has no further commitment to the applicant. The Government will not be held responsible for the completion of an activity.

I understand that the funds must be used as specified in the application and approved project, and that I will reimburse the funds in the case of a cancelled project. I agree that a final report will be submitted to the Department after the project is completed.

I certify that this organization is based in New Brunswick, that this application and the budget included with the request have been approved by the Board or by the Executive of the organization, that I have signing authority for the above-named organization, and that, to the best of my knowledge; the information provided with this application is accurate.

I agree to acknowledge the financial contribution of the Government of New Brunswick in all publicity related to the activities of the proposed project.

The *[Name of the organization]* is supported by the Government of New Brunswick.



**SIGNING AUTHORITY**

- Attach authorization (**extract from minutes, resolution**) specifying that the funds will be used as specified in the application

_____	_____
Name	Title
_____	_____
Signature	Date

**Note:** The Department may revise Program guidelines or suspend the program without notice if required funds are not available. Meeting the eligibility criteria does not guarantee that a grant will be awarded. Because of the high number of applications that may be received and the limited resources available, grants awarded may be smaller than the amounts requested.

In the case of disagreement concerning the interpretation of its policies funding programs and their respective components, the Department reserves the right to final interpretation of the intent and implementation of the program.

**This completed signed application and all required supporting material must be sent electronically to: [museum@gnb.ca](mailto:museum@gnb.ca)**

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