

COMMUNITY MUSEUMS ASSISTANCE PROGRAM

1. Description

This program is designed to help strengthen the organizational capacities of eligible organizations to ensure their ongoing growth and development for the benefits of their communities, to other New Brunswickers, and to interested visitors.

This program provides grants to support part of the annual operation costs related to conservation, research and interpretation of heritage projects proposed by community museums.

2. Definition of a "community museum"

This program defines a "**museum**" as "a non-profit community institution which acts as a custodian to maintain, conserve, study, and interpret a permanent collection of heritage resources". These resources may be objects or historical data. Such an organization holds its collection in trust for the public. It tries to ensure that the community derives maximum benefit from the collection it holds.

3. Program Objectives

The program can be used for the following:

- To support part of the operation of a non-profit community museum that operates in New Brunswick;
- To encourage enhanced conservation, research and interpretation of heritage resources which are held in trust by community museums;
- To assist these organizations to improve their operational activities and to deliver greater benefits to their communities, to other New Brunswickers, and to interested visitors.

4. Applicant Eligibility

Applications under this program are limited to Canadian non-profit organizations based in New Brunswick and incorporated as a non-profit organization under the *Companies Act*.

Any organization which meets the definition of a "museum", as outlined above, may apply for funding under this program.

Art galleries are not eligible for this assistance since they are served by programs managed by the Arts and Culture Branch.

In addition to meeting the museum definition, an eligible applicant must:

- Possess legal title to the permanent collections it conserves;
- Own the building in which the museum is housed, or have an agreement for long-term occupancy;
- Be open to the public for at least ten (10) consecutive weeks annually, minimum five (5) days per week and six (6) hours per day;
- Communicate regular open hours and availability to the public using clear and accessible methods;
- Demonstrate community interest in the institution by showing an active membership, active working committees, and the support of local people for its programs;
- Maintain a basic accounting system which shows all revenues and expenses related to museum operation, and is the basis for the annual financial statement;

- Maintain a standard system of registration for its collection, thus ensuring proper documentation and control;
- Follow an Acquisition Policy and Collections Management Policy consistent with its organizational objectives;
- Maintain proper attendance records (individuals, groups, point of origin, etc.), educational program records, records of answers to collection research requests;
- Adhere to the province of New Brunswick's *Heritage Conservation Act*, the Canadian Museums Association's *Ethics Guidelines*, and when applicable, follow all recommendations and guidelines of the Canadian Conservation Institute;
- Optional: Be recognized as a Charitable Organization under the *Federal Income Tax Act* or be able to show that an application for this status has been sent to Revenue Canada.

5. Evaluation Criteria

The projects submitted to this program are evaluated according to the following criteria:

Evaluation criteria	Score
Operational and budget information	
Active committees' activity reports	3
Strategic planning	3
Visitation statistics	3
Period of being open to the public	1.5
Financial information, previous fiscal year	3
Projected budget, current fiscal year	3
Revenue diversification	1.5
Voting in an annual budget at AGM	1.5
Organizational management	
Board of directors – regular meetings and participation	3
Personnel other than volunteers	1.5
Training and improvement	3
Collections management	
Conservation	3
Research and documentation	3
Collections management policy	3
Collection inventory and information transfer	6
Programs	
Exhibition renewal	4.5
Educational activities and programs	4.5
Marketing and partnership	
Networking and community partnerships	3
Visitor experience	3
Publicity and marketing	3
TOTAL	60

6. Application and administrative procedures

The grant is based on the previous year's grant and on the strength and merit of the application. The purpose of the funding must be stated in the application.

For successful applicants, the grant amount will be based on information provided, need indicated, and program funds available.

No grants will be made to organizations which do not meet the eligibility criteria. To be accepted as complete, this application form must be filled out using the format that has been provided. The three Budget Forms on Microsoft Excel are integral parts of the application: They must be completed and submitted with the signed application form and supporting documents. The proposed budget for the current fiscal year also has to be provided.

A photocopy of the museum's Charter and/or Letters Patent, documents of incorporation and by-laws, if recently amended since the last application, should be provided.

Successful applicants must acknowledge the support of the Government of New Brunswick in all promotional material associated with the grant.

7. Submission of Applications

Applications and all required supporting material must be sent electronically on or prior to April 15th of the request year by:

- Email to archaeology-heritage@gnb.ca (multiple emails if required)

Note: The government's email system has a limit of **9-10MB** for attachments. Anything larger will not be delivered. Our email system will automatically send you an acknowledgement of receipt but that should not be interpreted as all of the information/attachments having been received. When in doubt, please contact **Museum Services, at (506) 453-3115**.

Late or incomplete applications may not be accepted or may not be considered until all other grants have been assessed, potentially resulting in a reduced grant amount or no funding, depending on budget availability. Please discuss with the Project Officer prior to the deadline if you anticipate a late or incomplete application.

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.

The applicant hereby acknowledges and agrees that, if awarded a grant, the name of the grant recipient, the recipient's community, the program name, and the amount of the grant, will be published by the Department of Tourism, Heritage and Culture on the Government of New Brunswick web site and in the Department's Annual Report.

<p>Archaeology and Heritage Branch Tourism, Heritage and Culture Marysville Place P.O. Box 6000 Fredericton, NB E3B 5H1</p>
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