

MUSEUM COLLECTION INVENTORY PROGRAM

1. Program Description

The *Museum Collection Inventory Program* provides financial assistance for the development and/or the tasks associated with a physical or computerized collection management system by a museum.

A "museum" is "a non-profit community institution which acts as a custodian to maintain, conserve, study, and interpret a permanent collection of heritage resources". Such an organization holds its collection in trust for the public.

The program is developed to support museums that are helping New Brunswickers understand themselves and their ties with the past, to strengthen their sense of pride and identity, and/or to better appreciate their connection with their community.

2. Objectives

- To support community museums in establishing and updating their physical and/or computerized collection management system;
- To promote museum accountability with respect to conservation in all areas of collection related activities;
- To encourage museums to adopt and implement their institution's Collection Management Policy.

3. Applicant Eligibility

The program is available to non-profit museums based in New Brunswick, incorporated under the *Companies Act*.

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

- Possess legal title to the permanent collection it conserves;
- Maintain a standard system of registration for its collection, thus ensuring proper documentation and control;
- Follow a Collections Management Policy consistent with its organizational objectives;
- Be in good standing with the Association Heritage New Brunswick regarding paying their annual *Collective Access* fee (if applicable).

4. Funding and Evaluation Criteria

The financial contribution may attain 100% of eligible costs, to a maximum of \$3,000 per organization.

The funding is based on the evaluation of the previous year's project, including the following criteria:

Evaluation Criteria	Score
Collections Management Policy submitted	☒
Annual <i>Collective Access</i> fee paid to the AHNB (if applicable)	☒
Minimum 15 new records uploaded to Artefacts Canada OR copy of database submitted	☒
Final report outlining collections activities, including budget	6
Quality of the records uploaded to Artefacts Canada (if applicable)	6
Organization maintains a standard system of registration according to CHIN guidelines	6
Organization demonstrates a commitment to collections management	3
TOTAL	21

Note: Applications scoring 50% or above will be considered for funding, until program budget is expended. Failure to approve an application does not necessarily constitute a negative judgment on its merits.

Organizations receiving funding will be required to submit the following to Archaeology and Heritage Branch by March 31st:

- A backup of their digital database showing artefacts owned by the museum or if not applicable examples of the manual registration procedures and cataloguing worksheets in paper format (note that museums using *CollectiveAccess* are exempt from this requirement);
- A filled-out final report including an expense report specific to the previous year's project;
- Museums using *CollectiveAccess* are required to upload at least a minimum of fifteen (15) new artifact records from their collection, including images, to the Artefacts Canada database which is maintained by the Canadian Heritage Information Network (CHIN).

5. Program Deadline

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

<p style="text-align: center;">Archaeology and Heritage Branch Tourism, Heritage and Culture Marysville Place P.O. Box 6000 Fredericton, NB E3B 5H1</p>
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