

**Arizona Historical Society  
Grant Criteria and Guidelines 2011-12  
Program Description and Application Process**

**Purpose**

The Small Grants Program creates contracts between the Arizona Historical Society (AHS) and local historical organizations to encourage the collection, preservation and interpretation of local and regional history. Although it has not been the practice for AHS to grant funds for use in purchasing artifacts, exceptions may be made on an individual basis. AHS Collection Policies and Guidelines should be observed before purchase.

**Eligible Applicants**

Any local historical organization that is certified by AHS may apply, unless the provisions of a previous grant award were not fulfilled.

**Small Grant Conditions**

- A. Preference is given, but not limited, to organizations seeking funds related to exhibit development, facility improvement, oral history projects, education, collections preservation and management, equipment and supplies for inventorying, cataloging, conserving and exhibiting historical materials. If any portion of the funds requested from AHS is to be used for stipends or services, extra consideration may be given if some matching amount of non-AHS funds is provided by the applicant.
- B. Examples of projects funded include: improvement of exhibits, increased or improved storage, collections management improvements, preservation of artifacts or documents, audio and/or video recording of oral histories, educational materials and programs, stabilization or preservation of historic structures or equipment.
- C. Grants are limited to \$2,000. Funds must be expended by **June 30, 2012**. Budget changes in excess of \$100 require a letter of request and prior written approval from AHS.
- D. Funds must be maintained in a dedicated account or as a separate line item in the museum's general accounting procedures.
- E. No contract funds shall be awarded to an organization that does not submit an acceptable proposal as prescribed in these criteria. The Application Schedule as outlined below must be followed. No contract funds shall be awarded to an organization that has failed to meet minimum requirements on previous AHS contracts.
- F. AHS may make on-site visits on the completion of projects to discuss future direction.

**Arizona Historical Society  
Grants Criteria and Guidelines 2011-12  
Application Process**

**Application Schedule**

- A. Applications are due to AHS by **June 30, 2011**. Please direct questions to Deborah Ortiz at (520) 617-1169, [dortiz@azhs.gov](mailto:dortiz@azhs.gov).
- B. Notification of awards will be made by **Sept. 1, 2011**.
- C. Project funds must be expended by **June 30, 2012**
- D. The Final Report for this grant is due **June 30, 2012**.

**Application Requirements** (Use the *Small Grants Application*, pages 1-4)

- A. Provide the organization's mission statement and the date of its adoption.
- B. The application must be complete and legible, and include a clear statement of the project's specific goals, accompanied by a realistic budget.

**Proposal Review and Selection Process**

- A. Proposals are reviewed by AHS staff and the Community Outreach Committee of the AHS Board of Directors. Reviewers make recommendations to the AHS Board of Directors for final approval.
- B. Selections are based on how effectively the project promotes the institution's mission. Projects will be evaluated according to the museum's needs, as well as their significant to Arizona history. Considerations will include available funding, past performance of the applicant (if applicable), and the administrative capacity of the applying organization to complete the project.

**Retain a copy of your application for future reference.**

**Arizona Historical Society  
Small Grants Application 2011-12**

**Page 1 of 4 - Cover Sheet**  
(Please type or print.)

1. Name of organization \_\_\_\_\_

2. Mailing address \_\_\_\_\_

Physical Address of Museum \_\_\_\_\_

3. Project contact person \_\_\_\_\_

4. Telephone \_\_\_\_\_ Email \_\_\_\_\_

5. County \_\_\_\_\_

6. Project title \_\_\_\_\_

- Category            \_\_\_\_\_ **Exhibition**  
                          \_\_\_\_\_ **Collections Management**  
                          \_\_\_\_\_ **Programs**  
                          \_\_\_\_\_ **Facilities Improvement**  
                          \_\_\_\_\_ **Website Development**

7. Amount requested \_\_\_\_\_

8. IRS status code \_\_\_\_\_ 9. AZ tax identification number \_\_\_\_\_

10. Mission Statement  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adoption date \_\_\_\_\_

11. Application authorized by President's name (type or print) \_\_\_\_\_

President's signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit by June 30, 2011 to:**  
Arizona Historical Society  
Community Outreach Committee  
949 E. 2nd St., Tucson, AZ 85719  
(520) 617-1169, dortiz@azhs.gov

# AHS Small Grants Application 2011-12

## Page 2 of 4 - Project Narrative

(Please type or print; attach additional sheets as needed.)

**Name of organization** \_\_\_\_\_

**Project title** \_\_\_\_\_

1. Description of project for which these contract funds will be used. What are the goals of the project? What product and/or improvement is to be accomplished, and how?

2. Relevance: Why is the project important?

3. Work plan: Detail the work to be done, and how volunteers and/or staff will proceed. Include schedule or timeline, with volunteer hours and paid hours on the project. Will the entire project be completed during the contract year? If it is a phase of a continuing project, explain and give the expected completion date for the entire project.

4. Accountability; what measurements, other than dollars, will be used to measure the success of your project?

# AHS Small Grants Application 2011-12

## Page 3 of 4 - Budget Request Detail

(Please type or print; attach additional sheets as needed.)

Name of organization \_\_\_\_\_

Project title \_\_\_\_\_

Project period from \_\_\_\_\_ to \_\_\_\_\_

**Complete Sections A through C below for requested funds.**

**Note: Please refer to the enclosed *AHS Small Grants Criteria* for priorities to be considered.**

### A. Materials, supplies, equipment to be purchased or rented:

<u>Item</u>	<u>Quantity</u>	<u>Cost per unit, \$</u>	<u>Total AHS \$</u>	<u>Total Non-AHS \$</u>
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### B. Personnel

Total volunteer hours: \_\_\_\_\_

Paid staff, intern, student stipend, or organization member time:

<u>Name, title</u>	<u>Hours</u>	<u>Hourly rate</u>	<u>Total \$</u>
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### C. Professional services: (example: outside consultant or contractor):

<u>Company name, address, telephone</u>	<u>Type of service</u>	<u>Total \$</u>
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**AHS Small Grants Application 2011-12**

**Page 4 of 4 – Total Budget Request**

(Please type or print; attach additional sheets as needed.)

**Name of organization** \_\_\_\_\_

**Project title** \_\_\_\_\_

**Total funds requested from AHS**    \$ \_\_\_\_\_

**Total non-AHS funds, if any**        \$ \_\_\_\_\_

**Total \$ Value** \_\_\_\_\_