

HALIFAX

Interim Community Museums Grant Program

Administrative Order 2018-010-ADM

DATE

Interim Community Museums Grant Program

Purpose and Objectives

Provide interim grants to eligible community museums located within the geographic boundary of the Halifax Regional Municipality to support core museum operations and build organizational capacity in achieving and maintaining accepted standards of practice, pending the completion of the Municipality's Culture and Heritage Priorities Plan.

Funding is intended to:

- ✓ provide financial assistance to eligible non-profit and charitable organizations for core, recurring annual operating costs directly associated with museum operations to facilitate sustainability;
- ✓ assist local community museums in achieving and maintaining accepted standards of practice and the provision of a quality experience for visitors;
- ✓ realize tangible, incremental results that would not otherwise occur;
- ✓ recognize the role of volunteers; and
- ✓ minimize complexity, administrative costs, duplication or overlap.

Eligibility of an Organization

Must be a registered non-profit community, cultural, educational or recreational organization, or a registered charitable organization and have operated a community museum for a minimum of three consecutive years

Must be located in Halifax Regional Municipality

Must have legal title to the collection it houses in its museum on a permanent basis

Must own, lease or license the property that the museum occupies, with a minimum of three (3) years remaining in any lease or license agreement as of the date of application.

Community Museum – eligibility criteria

- ✓ Must be open to the public a minimum of three (3) months per year, and publicize its hours of operation to the general public;
- ✓ Maintain separate financial records covering museum operations, as distinct from any other activities of the applicant;
- ✓ Maintain accurate records of museum use.

The Program guidebook contains guidelines and templates applicants can refer to when preparing the organization's financial information.

Types of Grants (80% Threshold)

Operating Grant: linked to the museum's "Tier" as defined by Program policy. This includes option to apply for multi-year funding and the ability to re-apply should Tier status change.

Tier I. Up to a maximum of \$20,000 per fiscal year to a community museum under whose annual museum operating expenditures average over \$10,000 for the three (3) years preceding application to the program accredited under the provincial Museum Evaluation Program with a minimum score of 50/100.

Tier II. Up to a maximum of \$15,000 per fiscal year to a non-accredited community museum whose annual museum operating expenditures average over \$10,000 for the three (3) years preceding application to the program.

Tier III. Up to a maximum of \$5,000 per fiscal year to a non-accredited community museum whose annual museum operating expenditures average under \$10,000 for the three (3) years preceding application to the program.

Types of Grants - continued

Project Grants:

Regular Project Grant. Up to a maximum of \$5,000 per fiscal year may be awarded in support of an initiative that enhances educational programming, public access, or organizational capacity building.

Special Project Grant. Up to a maximum of \$20,000 may be awarded to support an exceptional opportunity with the potential to attract provincial or national attention and/or or significantly increase the organization's revenue or public recognition such as hosting a national or international exhibition with broad public appeal.

80% Funding Threshold

Combined municipal, provincial and federal *operating* funding, including funding received from this program, shall not exceed 80% of total operating revenues for annual administrative and core museum program costs.

Funding threshold is intended to:

- confirm the independence of a community museum as compared to a quasi-government relationship;
- avoid duplication or overlap in government operating assistance;
- assist smaller organizations reliant upon volunteer fundraising and earned revenues for sustainability.

Eligible applicants that exceed this threshold will only be eligible to apply for a project grant

Additional Grant Information

Eligible expenses associated with Operating or Project Grants are provided in the policy and the Program Guidebook. Contact staff if there are any questions.

Capital Grants: recipients of a grant under the Interim Community Museums Grant Program remain eligible to apply to the Community Grants Program for a project-specific Capital Grant only. **Note:** see Community Grants Program Guidebook for information on capital grants. Funds required for ongoing maintenance and repair may be included as eligible operating expenses.

Community museums ineligible to apply to HRM's Interim Community Museums Grant Program may apply to the Community Grants Program for a capital OR a project grant.

Note: preference may be given to applicants not in receipt of federal, provincial or municipal government funding.

Evaluation of Submissions – Operating Grant

Table 1. Operating Grant: Evaluation Criteria and Weighted Scoring

Criteria	Description	Points
Funding Priority	Sustainability. Core recurring operating costs; financial stewardship and reporting; government funding; proportional cost of museum operations as distinct from unrelated programs and services; safety and associated liability; protection and significance of collection (scale, uniqueness, specialization, rarity, thematic depth, research interest).	40
Funding Impact	Direct incremental impact of municipal funding on museum operations, standards of practice and collections management.	30
Public Benefit	Public Access. Seasonal or year-round operation; scope and quality of visitor experience; community outreach/programming; interpretation and presentation; community engagement.	10
Self-Sufficiency	Reliance on volunteer labour, self-directed fundraising and earned revenues; cost exposure and human resources in relation to property ownership; scale of holdings; facility state of good repair.	20
Total		100
All applications will be reviewed for obligations to the Municipality. For example: rent or tax arrears, overdue grant reporting.		

Evaluation of Submissions – Project Grant

Table 2. Project Grant: Evaluation Criteria and Weighted Scoring		
Criteria	Description	Points
Funding Impact	Enhancement of museum collection (artefact acquisition or loan); exhibit development, display or interpretation; development or enhancement of a defined program or service.	30
Strategic Opportunity	Ability to capitalize on a non-recurring opportunity (eg. exhibition hosting, collaboration, technological innovation); ability to leverage funding or visibility.	30
Public Benefit	Public access (community outreach, accessibility); community-based research or self-publishing; program enrichment.	20
Capacity Building	Staff or volunteer training in museum practice; volunteer recruitment and retention; strategic planning or program/service evaluation; building conservation or lifecycle plan; appraisal or audit; small-scale or specialized equipment (costing under \$5,000 per item).	10
Total		100
All applications will be reviewed for obligations to the Municipality. For example: rent or tax arrears, overdue grant reporting.		

Terms and Conditions of Funding

Payment: issued in full except when conditions are applied

Grant Notification Letter:

Approved - written notification of an award, the amount and conditions of funding, and a reporting form as applicable.

Declined – written notification with a brief explanation (request further feedback may be obtained by contacting the Grants & Contributions office).

Inability to Proceed: If operations cease or are diminished, or a funded project cannot be undertaken or completed as planned, contact the Grants & Contributions office for guidance.

Acknowledgement: successful applicants should acknowledge HRM's support through the use of HRM's logo. E-mail nonprofitgrants@Halifax.ca for logo and terms of usage.

Mandatory Submission Information

Upon **initial application** to the program an applicant must include the following documentation:

- Itemized financial statements for the preceding three (3) years including all revenues, expenses, assets and liabilities. Clearly identify expenditures directly associated with museum operations from any other function of the organization. See: Guidelines for Presentation of Financial Information in program guidebook.
- List any indirect or in-kind assistance not identified in the organization's financial statement(s).
- Proof of property ownership (e.g. deed) or a copy of the lease or license agreement in effect as of the date of application.
- Affix a copy of organizations Articles of Incorporation and a list of current members of the Board of Directors.

Challenges

- Detection of indirect public funding
- Properties not assessed as taxable
- Competition from heritage-related organizations (e.g. interpretation centres, institutional collections)
- Transfer of costs (free or discounted goods and services may be revoked or amended).

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Question?

Thank you for attending