



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

Purpose

The Small Grants Program creates contracts between the Arizona Historical Society (AHS) and local historical organizations and museums to encourage the documentation, preservation and dissemination of local and regional history.

Eligible Applicants

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

Small Grant Conditions

- A. Preference is given, but not limited, to organizations seeking funds related to audience engagement (public programming, exhibition development, oral history projects) and collections management (preservation and conservation, equipment and supplies for inventorying, cataloging and storage). AHS does not provide funding for facility improvements or the purchase of artifacts. 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: public programming that is designed for under-served audiences or presents untold history, or that promotes civil discourse and civic dialogue about present-day societal challenges through the lens of history, improvement of exhibitions, collections management/artifact storage improvements, preservation of artifacts or documents, audio and/or video recording of oral histories, educational materials, or equipment to facilitate audience engagement.
- C. Grants are limited to \$2,000. Funds must be expended by **June 30th of the year following the award year**. Budget changes in excess of \$250 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.

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Application Schedule

- A. Applications are due to AHS by August 31st, 2018. Please direct questions to **James Burns at *jburns@azhs.gov***.
- B. Notification of awards will be made by **mid-October**.
- C. Project funds must be expended by **June 30th of the year following the award year**.
- D. The Final Report must be filed with AHS **prior to June 30th of the year following the award year**.

Application Requirements (Use the *AHS Small Grants Application*)

- A. Provide the organization's mission and vision statements and the date of their 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 a selection of AHS staff members and the Community Outreach Committee of the AHS Board of Directors. Reviewers make recommendations to the AHS Board of Directors, via the Executive Director, for final approval.
- B. Selections are based on how effectively the project provides increased public access to collections or historical knowledge, expands an institution's reach to new audiences, or prepares an institution for the AASLH StEPs program or the AAM Continuum of Excellence. Projects will be evaluated according to the museum's needs, as well as the breadth of the project's contribution 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.