



CERTIFIED HISTORICAL INSTITUTION 2021–22 PROGRAM GRANT CRITERIA AND GUIDELINES

PURPOSE

The Arizona Historical Society Certified Historical Institution Small Grants Program is designed to provide financial assistance to small museums and historical organizations in their efforts to collect, preserve, document and share local and regional histories. The Arizona Historical Society encourages adherence to industry best practices and guidelines, as set forth by the American Alliance of Museums (AAM) and the American Association for State and Local History (AASLH).

ELIGIBLE APPLICANTS

Organizations certified under the Arizona Historical Society's (AHS) Certified Historical Institution program are eligible to apply, provided their membership status with AHS is current, and all provisions of any previous grant awards have been fulfilled.

Note: Membership status can be verified through the Arizona Historical Society website at azhs.org.

GRANT AWARD AMOUNTS

Under the Certified Historical Institution program as revised in March 2020, there are two grant award levels:

- ❖ Tier 1 institutions are eligible for up to **\$2,000** in grant funding.
- ❖ Tier 2 institutions are eligible for up to **\$1,000** in grant funding.

PROGRAM DESCRIPTION AND APPLICATION PROCESS

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, merchandise for resale, the purchase of artifacts, or advertising costs. 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, virtual or in-person, that:
 - Is designed for under-served audiences
 - Presents untold history
 - Promotes civil discourse and civic dialogue about present-day societal challenges through the lens of history
- ❖ Improvement or expansion of exhibitions
- ❖ Collections management/artifact storage improvements
- ❖ Preservation of artifacts or documents
- ❖ Audio and/or video recording of oral histories
- ❖ Educational materials
- ❖ Equipment to facilitate audience engagement.

C. Grants may **NOT** be used to fund:

- ❖ Facility improvements or repairs
- ❖ Merchandise for resale
- ❖ Purchase of artifacts
- ❖ Advertising costs
- ❖ Staff/Volunteer Time

D. Funds must be maintained in a dedicated account or as a separate line item in the museum's general accounting procedures.

Funds must be expended by June 15th of the year following the award year. (Example: June 15, 2022 for grants awarded in 2021). Budget changes in excess of \$250 require a letter of request and prior written approval from AHS.

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.

APPLICATION SCHEDULE

- A. The application deadline has been extended due to the COVID-19 pandemic. Applications are due to AHS by **July 31, 2021**. Please direct questions to certified@azhs.gov.
- B. Applications received after the deadline will not be considered.
- C. Notification of awards will be made by August 30, 2021, subject to AHS State Board approval.
- D. Only typed applications submitted to certified@azhs.gov will be accepted. *We will not accept handwritten or mailed applications.*
- E. Project funds must be expended by June 15th of the year following the award year.
- F. The Final Report must be filed with AHS prior to June 15th of the year following the award year.

APPLICATION REQUIREMENTS

Complete the Grant Application PDF Form which is available on the website. Applications must be typewritten; handwritten applications will not be considered. A detailed description of the project's specific goals is required, along with a realistic budget.

- ❖ Please ensure you have selected the correct Tier and grant award level:
 - Tier 1 institutions are eligible for up to **\$2,000**
 - Tier 2 institutions are eligible for up to **\$1,000**
- ❖ Please ensure your application includes:
 - A valid email address that is checked regularly
 - A valid phone number where someone can be reached during normal business hours
 - Retain a copy of your application for future reference.
- ❖ The Small Grant Application includes 3 main components:
 - Information about your organization
 - Project Narrative
 - Budget Detail and Summary

PROPOSAL REVIEW AND SELECTION PROCESS

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.

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.

QUESTIONS

For the fastest response, please email questions to certified@azhs.gov. If you wish to receive a phone call to discuss your questions, please indicate a valid phone number where you can be reached. Otherwise, you may call **(480) 929-0292** and someone will return your call.

IMPORTANT DATES

- ❖ **2020-21 GRANT FINAL REPORTS DUE**
May 15, 2021
- ❖ **2021-22 GRANT APPLICATION SUBMISSIONS**
June 30 - July 31, 2021
- ❖ **BOARD OF DIRECTORS REVIEW**
August 20, 2021
- ❖ **GRANT NOTIFICATION**
August 30, 2021
- ❖ **CHECKS ISSUED AND MAILED/DELIVERED**
October 4, 2021
- ❖ **2021-22 GRANT FINAL REPORTS DUE**
June 15, 2022



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