

# Certified Historical Institutions



## 2025-26 Small Grant Application

### SUBMIT BY JULY 15, 2025

PLEASE SPECIFY

**Tier 1 Grant Application (\$2,000 maximum)**

**Tier 2 Grant Application (\$1,000 maximum)**

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

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

City \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Project Contact Person \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact Email \_\_\_\_\_

#### GRANTS MAY BE USED TO FUND:

- Public programming (virtual or in-person)
- Improvement or expansion of exhibits
- Collections management/ artifact and archival storage improvements
- Preservation of artifacts or documents
- Audio and/or video recording of oral histories
- Educational materials
- Equipment to facilitate audience engagement

#### GRANTS MAY NOT BE USED TO FUND:

- Facility improvements or repairs
- Merchandise for resale
- Purchase of artifacts
- Advertising costs
- Staff/Volunteer time
- Paying for professional services from the Arizona Historical Society

**PROJECT TITLE:**

**CATEGORY:**

Exhibitions  
Public Programs

Collections Management/  
Storage/Preservation

Audio/Video Recordings  
Educational Materials

**GRANT AMOUNT REQUESTED: \$**

# Certified Historical Institutions | Project Narrative

## PROJECT NARRATIVE

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? **Please limit response to 300 words.**

**2. Relevance:** Why is the project important? **Please limit response to 300 words.**

## Certified Historical Institutions | Project Narrative

**3. Work plan:** Detail the work to be done, and how volunteers and/or staff will proceed. Include a schedule or timeline, with volunteer hours and paid hours on the project. Will the entire project be completed by June 15, 2026? If it is a phase of a continuing project, explain and give the expected completion date for the entire project. **Please limit response to 300 words.**

**4. Accountability:** What measurements, other than dollars, will be used to measure the success of the project? **Please limit response to 300 words.**

**5. Budget:** Please complete the separate **Excel Budget Summary Form** and submit with your application.

Application authorized by (type or print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUBMIT BY JULY 15, 2025**

**Forms must be either printed, signed, and mailed, or e-signed with a time stamped, verified signature.**

**Printed forms should be mailed to Jaynie Adams at 949 E 2nd St., Tucson, AZ 85719.**

**E-signed forms should be emailed to [certified@azhs.gov](mailto:certified@azhs.gov)**

For questions, please call 480-387-5358 | [azhs.org](http://azhs.org)