



2010 CWAM GUIDELINES

Colorado-Wyoming Association of Museums

** Providing opportunities for Excellence throughout the region**

www.coloradomuseums.org *** www.wyomingmuseums.org

PURPOSE The purpose of the CWAM Grants program is to advance professionalism throughout the CWAM region. Often times it only takes a small amount of cash to make a good program a great program. It can mean the difference between adequate lighting and great lighting, sufficient collections storage and appropriate collections storage, basic programming and exceptional programming.

ELIGIBILITY CWAM grants may be awarded to public museums which are either independent 501c 3 nonprofit organizations, are owned and operated by such organizations, or by local government agencies and that are CWAM Institutional Members in good standing. Eligible museums must be open to the public at least 100 days per calendar year. **A letter or other documentation regarding the museum's non-profit status must be included with each grant application.**

REQUIREMENTS

- All applicants must be CWAM Institutional members in good standing.
- CWAM grants do *not* require a financial match
- Funding is not available for ongoing projects or projects already in progress. Only those applications addressing NEW projects with start dates after April 1 of any granting cycle will be considered. Funds will not be available until the CWAM annual Meeting.
- Application narratives must describe how the project will advance the ability to provide excellence in service or meet professional museum standards.
- Preference will be given to projects that have a lasting impact for the institution or CWAM members.
- All grant recipients will be required to share the story of their project's success to CWAM membership through either 1) an article (with images) for the newsletter, or 2) a project presentation during CWAM's Annual Meeting.

Examples of projects that would be suitable for funding:

- Improved collections storage
- Disaster planning
- Website enhancement
- Exhibit planning or construction
- Program development
- Staff training
- Computer software



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Examples of projects that would NOT be suitable for funding:

- One time entertainment
- Salaries
- Volunteer/Staff recognition
- Travel
- General operating support

GRANT AMOUNTS

Five grants will be awarded in 2010. Amounts granted by CWAM will not exceed \$750 for any individual museum project during the fiscal year. Museums may apply for a smaller amount if they wish.

APPLICATION PROCESS AND DEADLINE

- Create your own WORD document to respond to the questions on the grant application form.
- Applications are due on the first Friday in February of any given Calendar year.
- Notification will be given by the First Friday of April.
- Payment will be mailed upon acceptance of the grant award. Recipients should send representatives to the Annual Meeting Business Luncheon in April/May.
- **Final reports are due as either (choose one): 1) a public presentation at the Annual Meeting following the completion of the project, or 2) an article (with images) for the newsletter preceding the Annual Meeting following the completion of the project.**

FINAL REPORT Museums receiving grants must send a final report on the results of their projects. An extension may be granted by the CWAM Board if the project is not completed by the end date listed on the application. If the project is not completed by the end date and an extension has not been applied for and granted by the Board, the grant amount must be returned.

SUBMISSION INSTRUCTIONS

Please e-mail completed application to
Maria Sanchez-Kennedy, Grants Chair @
maria.kennedy@pueblolibrary.org

For questions please contact
Maria at 719-553-0205
Only e-mail grants applications will be accepted



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